

**Application for Public Access to Records (FOIL)**

**To: Rickey J. Collins, Town Clerk  
Records Management Officer  
151 Banker Road  
Plattsburgh, NY 12901**

**Date:** \_\_\_\_\_

**I hereby apply to: Inspect** \_\_\_\_\_  
**Have Copies** \_\_\_\_\_  
**By email** \_\_\_\_\_  
**By paper** \_\_\_\_\_ (.25 per page)  
Maps \$5.00 each

**The following Records:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

_____ Name (Print)	_____ Signature
_____ Representing	_____ Phone#
_____ Email Address	_____ Mailing Address

**For Clerk use only**

**Date Received:**

**Approved** \_\_\_\_\_ **Denied** \_\_\_\_\_  
**Record of which this agency is legal custodian cannot be found** \_\_\_\_\_  
**Record is not maintained by this agency** \_\_\_\_\_

**Acknowledgement of receipt** \_\_\_\_\_  
Date \_\_\_\_\_  
**Date upon which all Records must be Available in office (20day mark)** \_\_\_\_\_  
Date \_\_\_\_\_

\_\_\_\_\_  
Signature Title Date

**For Agency Use**

Department: Supervisor\_\_\_ Accounting\_\_\_ Assessing\_\_\_ Tax Receiver\_\_\_ Cades & Zoning\_\_\_ Planning\_\_\_  
Parks & Recreation\_\_\_ Buildings & Grounds\_\_\_ Court\_\_\_ Highway\_\_\_ LDC\_\_\_ Water/Waste Water\_\_\_

**All documents legally need to be turned in to the Clerk's office by \_\_\_\_\_ . Please do NOT hand out information the Clerk's office will make copies for the requestor or set up a meeting to show the documents to the requestor.**

Notice: You have the right to appeal a denial of this application to the head of this agency; **Michael S. Cashman** Supervisor 151 Banker Road Plattsburgh, NY 12901. The Supervisor must fully explain his reasons for such denial in writing within seven days of receipt of an appeal.

I hereby appeal: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)