

APPLICATION FOR PUBLIC ACCESS TO RECORDS

TO: RICKEY J. COLLINS, TOWN CLERK
Records Management Officer
Town of Plattsburgh
151 Banker Road
Plattsburgh, NY 12901

Date

I HEREBY APPLY TO: _____ **INSPECT**

_____ **HAVE COPIES**
(.25 each for standard page)
(5.00 each for maps)

THE FOLLOWING RECORDS:

Name

Signature

Representing

Phone #

Address

=====
=

FOR AGENCY USE ONLY

APPROVED _____

DENIED _____

Record of which this agency is Legal Custodian cannot be found. _____

Record is not maintained by this Agency. _____

Signature

Title

Date

=====
NOTICE: YOU HAVE THE RIGHT TO APPEAL A DENIAL OF THIS APPLICATION TO THE HEAD OF THIS AGENCY.

Bernard C. Bassett, Supervisor

151 Banker Road, Plattsburgh, NY 12901

Who must fully explain his reasons for such denial in writing seven days of receipt of an appeal.

I HEREBY APPEAL: _____
Signature

Date