

APPLICATION FOR PUBLIC ACCESS TO RECORDS

**TO: AMY DUQUETTE
Records Management Officer
Town of Plattsburgh
151 Banker Road
Plattsburgh, NY 12901**

Date

I HEREBY APPLY TO: _____ **INSPECT**
_____ **HAVE COPIES OF (\$0.25 each)**

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

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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