Town of Ramapo

237 Rt. 59, Suffern, N.Y. 10901
845-357-5100 PHONE **845-357-8513** FAX

APPLICATION FOR PUBLIC ACCESS TO TOWN RECORDS

Records Access Officer: Christian G. Sampson, Town Clerk
TOWN RECORDS ARE OPEN FOR INSPECTION MONDAY – FRIDAY 9AM TO 5PM

I HEREBY APPLY TO INSPECT THE FOLLOWING TOWN RECORD (S) :

_____

_____

_____

_____	_____
(PRINT) FULL NAME	SIGNATURE
_____	_____
ADDRESS	DAYTIME PHONE
_____	_____
CITY/STATE/ZIP	DATE OF REQUEST

Date Called: _____ Comments: _____

THERE IS A CHARGE OF $ .25 PER COPIED PAGE allowed by law.

FOR TOWN USE ONLY

( ) Request Approved ( ) No Charge for Record ( ) Charge

( ) Request Denied for the Reason(s) below:

- ( ) Confidential Disclosure
- ( ) Part of Investigatory Files
- ( ) Unwarranted Invasion of Personal Privacy
- ( ) Record Not Located
- ( ) Record not Maintained by this Agency
- ( ) Would impair contract awards/collective bargaining agreements
- ( ) Trade secret, confidential commercial information
- ( ) Law enforcement records
- ( ) Exempted by Stature other than the Freedom of Information Act
- ( ) Other (Specify) _____

Certification Fee:
Photocopy Fee:

Total to be Paid: _____

_____

Signature of Town Rep. Title Date

NOTICE: Any person denied access to records may appeal the denial within 30 days of the denial. Such appeals should be addressed to the Supervisor of the Town of Ramapo, 237 Route 59, Suffern, NY 10901.
I HEREBY APPEAL: ( )

Signature: _____ Date: _____