

# 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) :

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_____ (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                                       | Certification Fee:      |
| ( ) Part of Investigatory Files                                   | Photocopy Fee:          |
| ( ) Unwarranted Invasion of Personal Privacy                      |                         |
| ( ) Record Not Located  | Total to be Paid: _____ |
| ( ) 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) _____   |                         |

\_\_\_\_\_  
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: \_\_\_\_\_