

**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: Sharon M. Osherovitz, Town Clerk  
Town records are open for inspection Monday – Friday 9am to 5pm

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

---

---

---

Full Name (Print)	Signature
Address	City/State/Zip
Daytime Phone	Date of Request
Email Address	

THERE IS A CHARGE OF \$.25 PER COPIED PAGE ALLOWED BY LAW

**BELOW 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: ( )