



# TOWN OF OSSINING VILLAGE OF OSSINING MUNICIPAL BUILDING



MARY ANN ROBERTS  
TOWN / VILLAGE CLERK

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## APPLICATION FOR PUBLIC ACCESS TO RECORDS

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

I hereby apply to inspect the following record/s: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**For Agency Use Only**

Approved ( )

Denied for reason(s)

- ( ) Confidential Disclosure ( ) Part of Investigatory Files
- ( ) Unwarranted Invasion of Person Privacy
- ( ) Record which this Agency as legal custodian cannot be found
- ( ) Record is not maintained by this Agency
- ( ) Exempt by Statute other than Freedom of Information Act
- ( ) Other, please specify \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE /TITLE**

\_\_\_\_\_  
**DATE**

**NOTE: You have a right to appeal a denial of this application to the head of this agency. A full explanation of reason for such denial shall be, in writing, within seven days of receipt of an appeal.**