

TOWN OF MOUNT PLEASANT
ONE TOWN HALL PLAZA
VALHALLA, NEW YORK 10595
(914) 742-2311

APPLICATION FOR PUBLIC ACCESS TO RECORDS

Date: _____

To: Records Access Officer

I wish to inspect the following records(s). Identify records you are interested in as clearly as possible.

You may inspect the documents first and then ask for copies of the documents you actually need. Number of copies requested (\$.25 per copy) _____

Appication/Company: _____

Signature: _____

Print Name: _____

Address: _____

City/State/Zip _____ Phone # _____

.....
For Agency Use Only

Approved: _____ Town Clerk _____
Title Date

DENIED: (For reasons checked below)

- () Confidential Disclosure – Part of Investigatory Files
- () Unwarranted Invasion of Personal Privacy
- () Confidential commercial information
- () Records to which this Agency is legal custodian cannot be found
- () Exempted by State other than Freedom of Information Act
- () Other (specify) _____

Notice: Any person denied access to records may appeal the denial with 30 days of the denial. Such appeals should be addressed to the Supervisor of the Town of Mount Pleasant, One Town Hall Plaza, Valhalla, New York 10595