

TOWN OF KINGSTON TOWN CLERK'S OFFICE

APPLICATION FOR PUBLIC ACCESS TO RECORDS

Date: _____

DELIVER VIA ANY FORMS OF CONTACTS LISTED ABOVE TO:

Town of Kingston Town Clerk's Office

I wish to inspect the following record(s): (identify records you are interested in as specific and clearly as possible)

Reason for documents: _____

You may inspect documents first and then ask for copies of the ones you actually want.

Number of Copies requested: (\$.25 per page) _____

Signature: _____

Printed Name: _____

Address: _____

City/State/Zip: _____

Daytime Phone: _____

Email: _____

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FOR AGENCY USE ONLY

APPROVED: Date: _____ Number of Copies: _____ Charge: _____

DENIED (for the reason(s) checked below)

- Exempted by statute other than Freedom of Information
- Unwarranted invasion of personal privacy
- Would impair contract awards or collective bargaining agreements
- Trade secret; confidential commercial information
- Law enforcement records
- Would endanger the life or safety of any person
- Interagency or intra-agency materials
- Record is not maintained by this agency
- Record of which this agency is legal custodian cannot be found Other (specify)
- Other (specify) _____

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 Ulster, 1 Town Hall Drive, Lake Katrine, NY 12449