

Jill Hageman-Clark
Town Clerk

Town of Clay



"One of America's 100 Best Places to Live"

Application for Public Access to Records

To: Records Access Officer, Jill Hageman-Clark
I hereby apply to inspect the following records:

Please be specific in your request. Charges may apply for copies.

_____ *Signature* _____ **Date**
_____ **Representing/ Firm**

_____ **Mailing Address**

Agency Use Only

Approved

[For Reasons Listed Below]

Denied

- _____ Confidential Disclosure
- _____ Part of Investigatory Files
- _____ Unwarranted Invasion of Personal Privacy
- _____ Record of which this Agency is Legal Custodian Cannot be Found
- _____ Record is Not Maintained by this Agency
- _____ Exempt by Statute other than the Freedom of Information Act
- _____ Other

Signature _____ **Title** _____ **Date**

Notice: *You have a right to appeal a denial of this application to the head of this agency who must fully explain his/her reasons for such denial in writing seven days of receipt of an appeal.*

I hereby appeal:

Signature _____ **Date**

4401 State Route 31, Clay, New York 13041-8707

Phone: (315) 652-3800 ❖ Website: www.townofclay.org ❖ E-Mail: townclerk@townofclay.org ❖ Fax: (315) 622-7259