

**TOWN OF MILO**

137 Main Street  
Penn Yan, NY 14527

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**APPLICATION FOR PUBLIC ACCESS TO RECORDS**

**Date:** \_\_\_\_\_

**To: Patricia L. Christensen, Records Access Officer**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
City State Zip:

**Daytime Phone:** \_\_\_\_\_

Freedom of Information Law § 89 (3) Each entity subject to the provisions of this article, within five hilliness days of the receipt of a written request for a record reasonably described, shall make such record available to the person requesting it, deny such a request in writing or furnish a written acknowledgment of the receipt of such request and statement of the approximate date when such request will be granted or denied, including, where appropriate, a statement that access to the record will be determined in accordance with subdivision five of this section.

**FOR AGENCY USE ONLY**

**APPROVED** Date: \_\_\_\_\_ Time: \_\_\_\_\_ **NOTIFICATION:** Oral; Written Date: \_\_\_\_\_

**NOTES:** \_\_\_\_\_

**Date Available:** \_\_\_\_\_ **Copies:** Number \_\_\_\_\_ **Charge:** \_\_\_\_\_

**DENIED** Date: \_\_\_\_\_ Time: \_\_\_\_\_ **WRITTEN NOTIFICATION** Date: \_\_\_\_\_

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
- \_\_\_\_\_ Reasonable Description not provided-Record(s) cannot be located with reasonable effort
- \_\_\_\_\_ 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 Town Board, Town of Milo, 137 Main Street, Penn Yan, NY 14527.

Signed \_\_\_\_\_ Patricia L Christensen, Records Access Officer