

TOWN OF HAVERSTRAW
TOWN CLERK
1 ROSMAN ROAD, SUITE 240
GARNERVILLE, NEW YORK 10923
PHONE: (845) 942-3727 FAX: (845) 429-4964
EMAIL: rventura@townofhaverstraw.org

APPLICATION FOR PUBLIC ACCESS TO RECORDS

DATE: _____

TO: Raquel Ventura, Records Access Officer.

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

Purpose of requested record: _____

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

Number of copies requested: (\$.25 per copy).

NOTE: Copies of Certificate of Occupancy and Certificate of Compliance can be obtained through the Building Department for a fee of \$150.00 each

Signature: _____
Company : _____
Printed Name: _____
Address: _____
Email: _____
Phone: _____

FOR AGENCY USE ONLY

APPROVED

Date: _____ Time: _____
Photocopies: _____ 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) _____

Signature of Dept. Head: _____ Date: _____

Any person denied access to records may appeal the denial within 30 days of the denial. Such appeals should be addressed to the Town Attorney of the Town of Haverstraw, 1 Rosman Road, Garnerville, NY 10923