

**TOWN OF DICKINSON**

531 Old Front Street  
Binghamton, New York 13905  
607-723-9401

**APPLICATION FOR PUBLIC ACCESS TO RECORDS  
(FREEDOM OF INFORMATION LAW)**

**TO: RECORDS ACCESS OFFICER**  
**I HEREBY APPLY TO INSPECT THE FOLLOWING RECORDS:**  
*(Please provide a detailed, specific description of records sought.)*

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

\_\_\_\_\_  
Date of Request

- I would like to inspect the record(s)
- I would like to obtain copies of the record(s)
  - Photocopies (more than 4 pages) of regular and legal sized documents are available at a cost of \$0.25 per page.
  - If the records are stored electronically, the town may be able to respond with the requested material at no charge.
  - This office will make every effort to find the information you are seeking and provide it to you promptly. Some information is not releasable, and sometimes the information may not exist. In accordance with the Public Officers Law, we will advise you within the next five business days whether your request for information will be granted, denied, granted in part, or if we will need more time not to exceed 20 days to respond to your request. At that time, we will inform you as to whether the materials you have requested will be made available to you and when. Public Officers Law provides for the information to be made available, unless it is denied, within a reasonable time frame.

Purpose of Request (Optional): \_\_\_\_\_

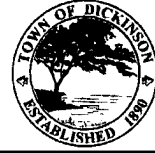
Applicant's Name: \_\_\_\_\_

Applicant's Mailing Address *(include the name of firm or organization and mailing address if applicable)*: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTICE: You have the right to appeal a denial of this application to the head of this agency who must fully explain his or her reasons for such denial in writing within seven days after receiving an appeal.**



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### **FOR AGENCY USE ONLY**

#### **RECORDS DELETED OR DENIED AS PER: Public Officers Law, Section 87 (2).**

- are specifically exempted from disclosure under state or federal statute
- if disclosed would constitute an unwarranted invasion of personal privacy
- if disclosed would impair present or imminent contract awards or collective bargaining negotiations
- are trade secrets or are submitted to the department or are derived from information obtained from a commercial enterprise and which, if disclosed, would cause substantial injury to the competitive position of the subject enterprise
- are compiled for law enforcement purposes and which if disclosed would interfere with law enforcement investigations or judicial proceedings, deprive a person of the right to a fair trial or impartial adjudication, identify a confidential source or disclose confidential information regarding a criminal investigation, or reveal criminal investigative techniques or procedures, except routine techniques and procedures
- if disclosed would endanger the life or safety of any person
- are inter-agency or intra-agency materials which are not statistical or factual tabulations or data, instructions to staff which affect the public or are final agency policies or determinations, are external audits, including audits performed by the comptroller and the federal government
- are examination questions or answers which are requested prior to the final administration of such questions
- if disclosed would jeopardize the capacity of an agency or an entity that has shared information with an agency to guarantee the security of its information technology assets, such assets encompassing both electronic information systems and infrastructures.
  
- APPROVED
- APPROVED WITH DELETIONS
- DENIED
- RECORD DOES NOT EXIST IN DEPARTMENT FILES

**Town Clerk:** \_\_\_\_\_

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

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