

TOWN OF RUSH
5977 East Henrietta Road
Rush, New York 14543

Date Requested: _____
Phone: (585)533-1312

APPLICATION FOR PUBLIC ACCESS TO RECORDS

TO: TOWN CLERK, RECORDS MANAGEMENT OFFICER

Name of Applicant: _____

Mailing Address: _____

_____ E-MAIL Address: _____

Signature

Records requested (please be as specific as possible): _____

Number of Copies: _____ Received at \$.25 per copy _____
Date of Response: _____ Paid date: _____

FOR TOWN USE ONLY

Approved: _____

Denied: _____

- Confidential Disclosure
- Record is not maintained by Agency
- Unwarranted Invasion of Personal Privacy
- Exempted by Statute other than FOIL
- Record Cannot Be Found
- Part of Investigatory Files
- Other (specify)

Note: The Freedom of Information Law requests that within five business days of the receipt of a written request for a record reasonably described, the "agency" must make the record available, furnish a written acknowledgment of receipt of the request and a statement of the approximate date when the request will be granted or if denied the reasons for denial.