

**VILLAGE OF KENMORE
APPLICATION FOR PUBLIC ACCESS TO RECORDS**

I HEREBY APPLY TO EXAMINE THE FOLLOWING RECORDS:

PURPOSE:

DATE OF APPLICATION: _____

SIGNATURE

PRINT YOUR NAME & COMPANY NAME HERE

MAILING ADDRESS

EMAIL ADDRESS

PHONE NUMBER

CELL NUMBER

*Please PRINT. Make sure ALL information is clearly written and that all information is included.
Illegible/incomplete applications will not be processed.

Applications can be sent to kjohnson@vi.kenmore.ny.us or mail to:

**Village of Kenmore
Clerk/Treasurer's Office
2919 Delaware Avenue – Room 17
Kenmore, NY 14217**

FOR OFFICE USE

APPROVED: _____

NO RECORDS ON FILE _____

DENIED: SEE REASONS CHECKED BELOW

_____ Confidential Disclosure Part of Investigatory File
_____ Unwarranted Invasion of Privacy
_____ Record of which this Agency is Legal Custodial cannot be found
_____ Record is not maintained by this Agency
_____ Exempted by statute other than Freedom of Information Act

Signature

Title

Date

NOTICE: YOU HAVE THE RIGHT TO APPEAL A DENIAL OF THIS APPLICATION TO THE CLERK/TREASURER WHO MUST FULLY EXPLAIN THE REASONS FOR SUCH DENIAL IN WRITING WITHIN SEVEN (7) DAYS OF RECEIPT OF AN APPEAL