

TOWN OF MINA  
FREEDOM OF INFORMATION LAW  
APPLICATION FOR PUBLIC ACCESS TO RECORDS

Name of Applicant \_\_\_\_\_  
Address \_\_\_\_\_  
Date of request \_\_\_\_\_ Daytime Telephone Number \_\_\_\_\_  
Signature of Applicant \_\_\_\_\_  
I hereby apply to \_\_\_\_\_ inspect and/or for \_\_\_\_\_ copy the following record:

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

Include as much detail about the record as possible: ie: relevant dates, names, descriptions etc.

**Return completed application to:**  
Records Management Officer  
Sherrie R. Tanner  
2883 North Rd., PO Box 38  
Findley Lake NY 14736

**NOTE:** There is a 25¢ charge per copy  
charge for copying records

\*\*\*\*\*

For agency use only

\_\_\_\_ Approved    \_\_\_\_ Denied    \_\_\_\_ Record not maintained by the Town

REASON DENIED \_\_\_\_\_

Date \_\_\_\_\_ Signature of Records Access Officer \_\_\_\_\_

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NOTICE: You have a right to appeal a denial of this application to the head of the agency who must explain his reasons for such denial in writing within 10 days of receipt of an appeal.

**I hereby wish to appeal:**

Signature \_\_\_\_\_ (If you mail, please have your Signature Notarized)

Dated \_\_\_\_\_

Sworn to be before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Signature \_\_\_\_\_

**Internal use only: Number of copies made \_\_\_\_\_**  
**Person filing order \_\_\_\_\_**