

RECORDS ACCESS OFFICER, LYNNETTE CARVER
VILLAGE OF CAMDEN
57 MAIN STREET
CAMDEN, NY 13316

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD:

SIGNATURE

DATE

REPRESENTING

MAILING ADDRESS

FOR VILLAGE USE ONLY

APPROVED: _____

DENIED: _____ (for reason(s) checked below)

- ☐ Confidential disclosure ☐ Part of Investigatory Files
- ☐ Unwarranted Invasion of Personal Privacy
- ☐ Record of Which this Municipality is Legal Custodian Cannot be Found
- ☐ Record is not Maintained by this Municipality
- ☐ Exempted by Statute Other than the Freedom of Information Act
- ☐ Other (specify) _____

SIGNATURE

TITLE

DATE

NOTICE: Any person denied access to records may appeal the denial within 30 days of the denial. Such appeals should be addressed to the Mayor and Village Board at the above address.

Name

Village Office, 57 Main Street
Camden, NY 13316

WHO MUST FULLY EXPLAIN HIS REASONS FOR SUCH DENIAL IN WRITING SEVEN DAYS OF RECEIPT OF AN APPEAL.

I HEREBY APPEAL:

SIGNATURE

DATE

FOR INTERNAL USE:

DATE REQUEST RECEIVED BY RMO: _____

RECEIVED/REVIEWED BY: _____

DEPARTMENT HOLDING RECORDS: _____

DATE 5 DAY LETTER DUE: _____

DUE DATE OF FULFILLMENT: _____

REQUEST FORWARDED TO: _____

DATE: _____

ATTENTION: _____

DATE FIVE (5) DAY RESPONSE SENT: _____

FEE AMOUNT: _____

FULFILLMENT TIME/COMMENTS: _____

DATE FEE RECEIVED: _____

NUMBER OF COPIES @ \$.25 EACH: _____

FULFILLMENT TIME/COMMENTS: _____

SENT BY/PICKED-UP BY: _____

(SIGNATURE OF STAFF PERSON WHO MAILED INFORMATION OR THE PERSON PICKING IT UP)

DATE: _____

PRINT NAME: _____