

**TOWN OF CANAAN  
1647 COUNTY ROUTE 5  
CANAAN, NEW YORK**

**APPLICATION FOR PUBLIC ACCESS TO RECORDS  
FOIL**

TO: RECORDS ACCESS OFFICER

NAME OF AGENCY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

I HEREBY APPLY TO INSPECT AND/OR RECEIVE A COPY OF THE FOLLOWING RECORD:

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

SIGNATURE: \_\_\_\_\_

REPRESENTING: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

**FOR AGENCY USE ONLY**

APPROVED:

DENIED:

Record of which this agency is Legal Custodian cannot be found.

Record is not maintained by this Agency.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

**NOTICE: YOU HAVE A RIGHT TO APPEAL A DENIAL OF THIS APPLICATION TO THE HEAD OF THIS AGENCY.**

\_\_\_\_\_  
NAME

\_\_\_\_\_  
ADDRESS

WHO MUST FULLY EXPLAIN HIS/HER REASONS FOR SUCH DENIAL IN WRITING WITHIN EVEN DAYS OF RECEIPT OF AN APPEAL.

I HEREBY APPEAL:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

FEE CHARGED: \_\_\_\_\_

\_\_\_\_\_ # of pages @ \$ .25.