



TOWN OF DURHAM

Ph: 518-239-6122
Fax: 518-239-4140

Corner of State Rte. 81 & County Rte. 27
7309 State Rte. 81
East Durham, NY 12423-9608

APPLICATION FOR PUBLIC ACCESS TO RECORDS

DATE: _____

To: Chris Kohrs, Records Management Officer

I wish to inspect the following record(s): (Identify records you are interested in as clearly as possible.)

You may inspect documents first and then ask for copies of the ones you actually want.

Number of Copies requested: (\$.25 per page) _____

Signature: _____ Printed Name: _____

Address: _____

Daytime Phone: _____

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For Agency Use Only

APPROVED

Date _____ Time _____

Photocopies: Number _____ Charge _____

DENIED (for the reason(s) checked below)

- Exempted by statute other than Freedom of Information
- Unwarranted invasion of personal privacy
- Would impair contract awards or collective bargaining agreements
- Trade secret; confidential commercial information
- Law enforcement records
- Would endanger the life or safety of any person
- Interagency or intra-agency materials
- Record is not maintained by this agency
- Record of which this agency is legal custodian cannot be found
- Other (specify) _____

Any person denied access to records may appeal the denial within 30 days of the denial. Such appeals should be addressed to the Town Board of the Town of Durham, 7309 State Route 81, East Durham, NY 12423.