

APPLICATION FOR PUBLIC ACCESS TO RECORDS

TO: Michael E. Zurlo, County Administrator (Records Access Officer – County of Clinton)
Clinton County Legislature, 137 Margaret Street, Suite 208, Plattsburgh, New York 12901
Phone: 518-565-4600; Fax: 518-565-4616; E-mail: mike.zurlo@clintoncountygov.com

To be completed by the applicant:

I hereby apply to inspect the following records (please be specific and write legibly):

Print Name Clearly

Date

Signature

Representing

Telephone Number/Fax Number

Mailing Address

To be completed by the Director of Information Technology or Director of Emergency Services, if applicable:

- I can provide the information requested from current computer programs.
- I cannot provide the information requested because _____
_____.

The cost will be \$ _____.
Information will be available on approximately _____.

To be completed by the Contact Person if fee is involved:

_____ contacted the applicant on _____ by telephone/fax/letter to advise him/her of the cost and the timeframe involved in preparing the information.

- The applicant approves of the stipulations and has directed the county to proceed.
- The applicant does not wish to pursue the request at this time.

To be completed by the Records Access Officer:

- Approved**
- Denied (for the reason(s) checked below)**
 - Confidential disclosure
 - Unwarranted invasion of personal privacy
 - Record of which this Agency is Legal Custodian cannot be found
 - Other (specify)
 - Part of Investigatory Files
 - Record is not maintained by this Agency
 - Exempted by status other than the Freedom of Information Act

Signature

Date

(Please refer to back of this form for information on your right to appeal a denial.)

NOTICE:

You have a right to appeal a denial of this application by writing to:

Chairperson
Clinton County Legislature
137 Margaret Street, Suite 208
Plattsburgh, New York 12901

The Chairperson must fully explain their reason(s) for such denial, in writing, seven (7) days from receipt of an appeal.

I hereby appeal:

Printed Name

Date

Signature