

Town of Owego
2354 State Route 434
Apalachin, NY 13732

Date: _____

I hereby apply to inspect the following records:

Use back of form for additional space.

Print name

Signature

Address Street

City

State

Zip

Telephone # _____

FOR TOWN USE ONLY

- Approved
- Denied for reason(s) below
 - Confidential Disclosure
 - Part of an Investigatory file
 - Unwarranted invasion of privacy
 - A record in which this agency is Legal Custodian cannot be found
 - Exempted by Statute other than the Freedom of Information Act.
 - Other (Specify)

Notice to applicant:

You have a right to appeal the decision of the Freedom of Information Officer whose decision will be in writing and will state the reasons for said action. Your request will be granted, denied, or acknowledged within five business days from the date of receipt of the request.

A written appeal should be submitted to the Owego Town Board within thirty days of the Denial and must contain the following: the date and location of a request for records, the records were denied and the name and return address of the appellant.

Signature of Officer

Date