

**TOWN OF NORTH SALEM
REQUEST TO EXAMINE PUBLIC RECORDS**

NAME _____

DATE _____

REPRESENTING _____

MAILING ADDRESS _____

TELEPHONE _____

FAX _____

E-MAIL ADDRESS _____

I hereby request permission to examine the following record(s) under the provisions of the Freedom of Information Law:

I certify that the only purpose of the examination is:

DATE TO BE EXAMINED*: _____

(This date to be not less than 5 days from date of application)

Signature of Applicant

Title

Applicant agrees to pay the cost of photocopying any document(s).

/___/ APPROVED

/___/ DISAPPROVED – Access to the record(s) above have been denied for the following reason(s): _____

DATE: _____

Veronica E. Howley
Town Clerk

***Request will be considered withdrawn if record(s) are not examined on above-specified date.**

**DENIAL OF ACCESS
APPEAL PROCESS**

- A. The following person shall hear appeals for denial of access to records under the Freedom of Information Law:

The North Salem Town Board
266 Titicus Road
North Salem, New York 10560

- B. Denial of access shall be in writing, stating the reason therefor and advising the person denied access of his or her right to appeal to the person identified in Subsection A of this section.
- C. If an agency fails to respond to a request within five (5) business days of receipt of a request as required in Subsection 175-5D of this chapter, such failure shall be deemed a denial of access by the agency.
- D. Any person denied access to records may appeal within thirty (30) days of a denial.
- E. The time for deciding an appeal by the chief administrative official shall commence upon receipt of a written appeal identifying:
- (1) The date and location of a request for records.
 - (2) The records that were denied.
 - (3) The name and return address of the appellant.
- F. The Town Board shall transmit to the Committee on Open Government copies of all appeals upon receipt of an appeal. Such copies shall be addressed to:
- Committee on Open Government
Department of State
162 Washington Avenue
Albany, New York 12231
- G. The chief administrative officer shall inform the appellant and the Committee on Open Government of his determination, in writing within ten (10) business days of the receipt of an appeal. The determination shall be transmitted to the Committee on Open Government in the same manner as set forth in Subsection (F) of this section.
- H. A final denial of access to a requested record as provided for in Subsection G of this section shall be subject to court review as provided for in Article 78 of the Civil Practice Law and Rules.