

Town of Sennett
6931 Cherry Street Road
Auburn, NY 13021
Phone: (315) 253-3712 ext. 1
Fax: (315) 253-7739
Email: townclerk@sennettny.org
Website: www.sennettny.org

Date: _____

To: Kathleen Salisbury, Records Access Officer

Name of Person Making Request: _____ (Print Legibly)

Instructions: Identify the records you are interested in as clearly as possible. When applicable, please indicate the property address and/or tax ID number.

I wish to inspect the following documents:

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

Number of copies requested: (\$.25 per page) _____ See Public Officers Law, § 87(1)(b)(iii)

Signature: _____

Address: _____

City/State/Zip: _____

Daytime Phone: _____ E-Mail _____

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 the 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 Supervisor of the Town of Sennett, 6931 Cherry Street Road, Auburn, New York 13021.

STATE OF NEW YORK
COUNTY OF CAYUGA
TOWN OF SENNETT

I, _____ certify that the documents requested per my
Freedom of Information dated _____ will **not** be used
for commercial purposes, soliciting, fundraising, or passed on to others.

Signature

Print Name

Date