

# VILLAGE OF MEXICO

P.O. BOX 309, MEXICO, N.Y. 13114 \* (315) 963-7564 \*FAX (315) 963-0971 \* TDD 1-800-662-1220

TERRY E. GRIMSHAW, MAYOR

TO: RECORDS ACCESS OFFICER

\_\_\_\_\_  
Name of Agency

Copies of Records will be provided @ \$.25 per page

OFFICE USE ONLY:
No. of copies _____ @ \$.25 = _____

\_\_\_\_\_  
Address

I hereby apply to inspect the following record:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Representing (Please Print)

\_\_\_\_\_  
Mailing Address

FOR AGENCY USE ONLY:
----------------------

\_\_\_\_\_ 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
- \_\_\_\_\_ RECORD IS NOT MAINTAINED BY THIS AGENCY
- \_\_\_\_\_ EXEMPTED BY STATUTE OTHER THAN THE FREEDOM OF INFORMATION ACT
- \_\_\_\_\_ PART OF INVESTIGATORY FILES
- \_\_\_\_\_ OTHER (SPECIFY) \_\_\_\_\_

\_\_\_\_\_  
Village Clerk

\_\_\_\_\_  
Date

NOTICE: YOU HAVE A RIGHT TO APPEAL A DENIAL OF THIS APPLICATION TO THE HEAD OF THIS AGENCY
--

Village Attorney Graham Seiter, 3306 Main Street, Mexico NY 13114

WHO MUST FULLY EXPLAIN THE REASONS FOR SUCH DENIAL IN WRITING WITHIN TEN (10) BUSINESS DAYS OF RECEIPT OF APPEAL

I hereby appeal: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date