

APPLICATION FOR ACCESS TO PUBLIC RECORDS FOR THE TOWN OF VAN BUREN

Date: _____

Applicant's Name: _____

Address: _____

Phone Number: _____

I would like to examine the records specified below:

Nature of request:
(please check one) _____ view only _____ copies only _____ view & copy

Copy charge \$.25 per page*

* This copy charge is in compliance with the Freedom of Information Law and was approved by the Town Board on January 3, 2006

Signature of applicant: _____

Within five business days of the receipt of a written request for a record reasonably described, the agency must make the record available, deny access in writing giving the reasons for denial, or furnish a written acknowledgment of receipt of the request and a statement of the approximate date when the request will be granted or denied. *An agency is not required to create a new record or provide information in response to questions to comply with the law.*

Once the records are available, you will receive a date range that they may be viewed. Failure to inspect these records during the date range provided will result in your request being considered withdrawn.

Additional time to view your request must be made in writing to the Town Clerk by the last day specified and include the dates you wish to view the records.

The Town of Van Buren does not have to honor a request for the same record more than once, so be sure to view and/or copy the records you request in a timely manner.

The Town of Van Buren follows the State Archives and Records Administration Guidelines for records disposition as adopted by the Town Board 2/13/1989. Your application for access to records is kept on file for six months, the records sought, depending on this retention schedule, may or may not be retained. Example: copies of original records that have been redacted to fulfill a request for records will not be archived, they will be disposed after being viewed and/or copied.

Failure to pay for copies of requested records will preclude any applicant from submitting any subsequent Applications for Access to Records until the first request has been paid.

TOWN OF VAN BUREN USE ONLY

Date Stamp "Received" Here

Disposition of Request

_____ referred to Department Head: _____

_____ referred to Town Attorney: _____

Denied:

_____ 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

_____ Other (specify)

Approved:

Reason request not available within five days: _____

Reason request not available within 20 days: _____

Date request has been acknowledged: _____

Date range records are available _____

Records Provided:

Department Head Signature: _____

Date applicant viewed and/or copied records: _____

Employee supplying records signature: _____