

TOWN OF DEERPARK ACCESS
TO PUBLIC RECORDS REQUEST

Records Access Officer for the Town of Deerpark:

Florence T. Santini, Town Clerk, 420 Route 209, PO Box 621, Huguenot, NY 12746

Telephone Number (845)-856-5705 Fax Number (845)-856-0396

I HEREBY APPLY TO INSPECT/RECEIVE COPIES OF THE FOLLOWING RECORDS:

APPLICATION SUBMITTED BY:

Name:

Address:

Telephone Number:

Date filed with Town Clerk:

THIS PORTION TO BE FILLED OUT BY TOWN CLERK'S OFFICE:

Request Received by:

Date:

Department Forwarded To:

Date:

Response Received by:

Date:

THIS PORTION TO BE FILLED OUT BY DEPARTMENT HEAD:

Date Received by Department:

Date of Response to Town Clerk:

Signature of Department Head:

Applicant received response on: _____

Applicant's Initials: _____

Town Clerk's Initials: _____

FOIL Request

Town Clerk

Stamp

NOTE: You have the right to appeal a denial of this application to the individual in charge of the agency from which the information is requested. The agency must explain the reasons for denial in writing within seven business days of an appeal.

I hereby appeal the denial of records:

Signature: _____ Date: _____

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