

VILLAGE OF BRIARCLIFF MANOR

1111 Pleasantville Road
Briarcliff Manor, New York 10510
Tel: (914) 941-4801 Fax: (914) 941-4837
Email: cdennett@briarcliffmanor.gov

APPLICATION FOR PUBLIC ACCESS TO RECORDS

TO: Christine Dennett, Records Access Officer

I HEREBY APPLY TO THE RECORDS ACCESS OFFICER TO INSPECT THE FOLLOWING RECORD:

Signature

Date

Representing

Mailing Address

Email Address

FOR DEPARTMENTAL USE ONLY

APPROVED

DENIED (For the Reason(s) Checked Below)

- Confidential Disclosure
- Part of Investigatory Files
- Unwarranted Invasion of Personal Privacy
- Records 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) _____

Signature

Title

Date

NOTICE: You have a right to appeal a denial of this application to the Records Access Appeals Officer of the Village, the Village Manager, who must fully explain the reasons for such denial in writing within ten (10) days of receipt of an appeal.

I Hereby Appeal: _____

Signature

Date