

TO: TOWN/VILLAGE OF HARRISON - TOWN CLERK

NAME: _____ (Print) **TELEPHONE:** _____

ADDRESS: _____

E-MAIL ADDRESS: _____

I hereby request to examine the following records and to have copies made, if needed, after examination:

Description of Record:

FROM: _____ Law	_____ Building	_____ Comptroller	_____ Assessor
_____ Town Clerk	_____ Planning	_____ Tax	_____ Engineering
_____ Public Works	_____ Zoning	_____ Other (specify) _____	

Relating to: BLOCK _____ LOT(S) _____ **PROPERTY ADDRESS:** _____

PHOTO COPIES OF DOCUMENTS COST \$.25 PER PAGE. COST FOR REPRODUCTIONS OF PLANS WILL VARY.

I _____ / want to have copies of the records made and agree to pay for them. **FEE:** \$ _____

I _____ / do not want to have copies of the records made.

Date: _____ **Signature:** _____

WARNING: Examination of these records is covered by New York State Penalty Law.

\$175.20 Tampering with Public Records in the 2nd Degree is a Class A Misdemeanor
\$175.24 Tampering with Public Records in the 1st Degree is a Class D Felony

Received by Town Clerk _____ L/D _____
Pursuant to Public Officers Law Article 6

Your request will be reviewed. Within five business days of the receipt of your request for a record reasonably described, the Town will either make such record available, deny the request in writing, or furnish a statement of the approximate date when such request will be granted or denied.

If copies are requested, they will be made available after payment of the appropriate fee.

For official use only
Called: _____
Called: _____
Called: _____

Frank P. Allegretti, Town Attorney

Requesting Party _____

Date of Request: _____

The Town has received your request for documents pursuant to Public Officers Law Article 6.

Your request is being reviewed. Within five business days of the receipt of your request for a record reasonably described, the Town will either make such record available, deny the request in writing, or furnish a statement of the approximate date when such request will be granted or denied.

If copies are requested, they will be made available after payment of the appropriate fee.

Dated: _____

Frank Allegretti
Town Attorney

After review, your request has been:

___/ Granted

The documents will be available to you on approximately

___/ Denied

- ___/ (a) specifically exempted from disclosure by state or federal statute;
- ___/ (b) unwarranted invasion of personal privacy;
- ___/ (c) impair present or imminent contract awards or collective bargaining negotiations;
- ___/ (d) trade secrets or submitted by a commercial enterprise or derived from information obtained from a commercial enterprise and which would cause substantial injury to the competitive position of the subject enterprise;
- ___/ (e) compiled for law enforcement purposes and would; i. interfere with law enforcement investigations or judicial proceedings; ii. deprive a person of a right to a fair trial or impartial adjudication; iii. identify a confidential source or disclose confidential information relating to a criminal investigation; or iv. reveal criminal investigative techniques or procedures;
- ___/ (f) would endanger the life or safety of any person;
- ___/ (g) inter-agency or intra-agency materials which are not: i. statistical or factual tabulations or data; ii. instructions to staff that affect the public; iii. final agency policy or determinations;
- ___/ (h) examination questions or answers requested prior to the final administration of such questions;
- ___/ (i) computer access codes.

___/ The record could not be found or does not exist.