

Town of New Castle
200 South Greeley Avenue
Chappaqua, New York 10514
Phone: (914) 238-4772

Application for Public Access to Records

Date: _____

To: **Christina M. Papes, Records Access Officer**

I wish to inspect the following record(s): (identify records you are interested in as clearly as possible.)

You may inspect documents first and then ask for copies of the ones you actually want. Number of Copies requested: _____ @ \$.25 per page= _____

Signature: _____

Printed Name: _____

Address: _____

City/State/Zip code: _____

Daytime Phone#: _____

For Agency Use Only

Approved _____

Signature

Date: _____ Time _____

DENIED (For the reason(s) checked below)

- Exempted by statute other than Freedom of Information
- Unwarranted invasion of personal privacy
- Confidential Disclosure
- Law enforcement records
- Would endanger the life or safety of any person
- Interagency or intra-agency materials
- Record is not maintained by this agency
- Record of which this agency is legal custodian cannot be found
- Other (specify) _____

Any person denied access to records may appeal the denial within 30 days of the denial. Such appeals should be addressed to the Supervisor of the Town of New Castle, 200 South Greeley Avenue, Chappaqua, New York 10514. The Supervisor must then fully explain his/her reasons for such denial in writing within seven (7) days after receipt of an appeal.

I hereby appeal the denial of my request:

Signature: _____ Date: _____

