



VILLAGE OF MONTGOMERY

133 Clinton Street
Montgomery, New York 12549
845-457-9661

REQUEST FOR PUBLIC ACCESS TO RECORDS
(SECTION 87 – PUBLIC OFFICERS LAW)

Requests can be mailed, hand delivered, or emailed to the VillageofMontgomery@hvc.rr.com.

Specific document(s) you would like to inspect or to receive copies:

Applicant Signature	_____	Date Requested:	_____
Name	_____	Phone #:	_____
Address	_____	Email:	_____
	_____	Fax #	_____

How would you like the response of document (s) presented to you? Please check ONE.

Hard Copy (\$0.25) OR No cost options: Email Fax View Only

In the event that this request will require more than two (2) hours of work by a Village employee, you will be required to pay for the time it takes for the Village to complete this request at an hourly rate of the lowest paid employee at the Village capable of completing this request.

Please do not write below this line: FOR VILLAGE OF MONTGOMERY USE ONLY
Please note, the agency has five working days in which to comply with or deny this request.

FOR VILLAGE USE

APPROVED Number of pages: _____ Cost: \$ _____

DENIED (reason(s) indicated below):

- _____ Confidential disclosure exempted by statute other than Freedom of Information
- _____ Unwarranted invasion of personal privacy
- _____ Would impair contract awards or collective bargaining agreements
- _____ Record of which this Municipality is legal custodian cannot be found
- _____ Trade secret; confidential commercial information
- _____ Law enforcement records/active investigation
- _____ Record is not maintained by this Municipality
- _____ Other (specify)

Record Management Office/Village Clerk

Date

NOTICE: You have a right to appeal a denial of this application to the Mayor of the Village of Montgomery. Any person denied access to records may appeal the denial within 7 days of receipt of denial.

These records or reports will not be used for commercial or fundraising purposes. (Section 87 Public Officers Law)