

**TOWN OF GREENBURGH POLICE DEPARTMENT
APPLICATION FOR PUBLIC ACCESS TO RECORDS**

TO: Records Access Officer
Town of Greenburgh Police Department
188 Tarrytown Road
White Plains, NY 10607
(914)-682-5372

DATE:

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD(S):

NAME (PRINT): _____ **DAYTIME PHONE:** _____
MAILING ADDRESS: _____
E-MAIL ADDRESS (REQUIRED): _____
REPRESENTING: _____

THIS SECTION FOR AGENCY USE ONLY

This application has been:

approved

- The record(s) you requested are available for pickup or by US Mail. Please call (914) 682-5372 to make arrangements.
- The records you requested will be available for pickup or by US Mail upon your remittance of the required duplication fee of: \$ _____
- Attached are electronic copies of the records you requested.
- Although approved, there will be a delay in fulfilling your request. Anticipated date of completion: _____

denied for the following reason(s):

- Confidential Disclosure
- Part of investigatory files
- Unwarranted disclosure of personal privacy
- Record of which this agency is legal custodian of cannot be found
- Record is not maintained by this agency
- Exempted by statute other than the Freedom of Information Act
- Other (explained below)

Name

Title

Date

TO THE APPLICANT:

You have the right to appeal a denial of this application to the Greenburgh Town Board, who shall inform you of their decision in writing within seven days of receipt of such appeal. All appeals to the Town Board should be made through the Office of the Town Attorney. To appeal, check the box and sign below, print this form and mail it to the Office of the Town Attorney, P.O. Box 205, Elmsford, NY 10523.

I HEREBY APPEAL

Signature

Date