



VILLAGE OF WAPPINGERS FALLS
Office of the Village Clerk
John M. Karge
2582 South Avenue, Wappingers Falls, NY 12590
Phone: (845) 297 - 8773 fax: (845) 298 - 2645
E-Mail: jmkarge@optonline.net
www.wappingersfallsny.gov

APPLICATION FOR ACCESS TO RECORDS

TO: John Karge, Records Access Officer

From: Name _____ phone _____
Address _____ Email _____

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

Name (Please Print)

Representing (Business Name/ Self)

Signature (Original Signature Required)

Telephone

Date

E-mail

Mailing Address Zip

PLEASE TAKE NOTICE

You have the right to Appeal a denial of this application to the RECORDS APPEALS OFFICER. An Appeal must be made within 30 days from the receipt of the denial and the APPEALS OFFICER must fully explain the reason(s) for such denial in writing within 10 days of receipt of an appeal.

Please mail appeals to: RECORDS APPEAL OFFICER

Access to records is provided through the New York "Freedom of Information" Law (Public Officer's Law, Section 84-90). The law is administered by the committee on Open Government in the Department of State, 162 Washington Avenue, Albany, New York 12231, telephone 518-174-2518.

(FOR AGENCY USE ONLY)

APPROVED

DENIED (Reason(s) checked below)

exempted by state/federal statute

pending contract/bargaining negotiation

Unwarranted Invasion of privacy

registered trademark /trade secret

record(s) part of an investigation

endangerment to life or safety

Interagency transmittal / not policy oriented

part of test questions/answers

Computer access code(s)

record not maintained by this unit

Record of which this unit is the legal custodian cannot be found/does not exist.

other (specify) _____

Signature

Title

Date