

**TOWN of BLACK BROOK  
18N MAIN STREET  
P.O. BOX 715  
AU SABLE FORKS, NY 12912**

**TELEPHONE # (518) 647-5411  
FAX# (518) 647-1294**

***Application for Public Access to Records***

**To: RECORDS ACCESS OFFICER, MELISSA WALTON  
Town of Black Brook  
P.O. Box 715  
Au Sable Forks, NY 12912**

Date: \_\_\_\_\_

*I wish to inspect the following record(s): (identify records you are interested in clearly and specifically.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*You may inspect documents first and then ask for copies of the ones you need.*

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\*\*\*\*\*

***For Agency Use Only***

**Approve ( )**

**Denied\*** (for the reasons checked below)

- ( ) Confidential Disclosure
- ( ) Part of Investigatory Files
- ( ) Record of which the Town is legal custodian cannot be found
- ( ) Record is not maintained by Town of Black Brook
- ( ) Exempted by Statue other than the Freedom of Information
- ( ) Other \_\_\_\_\_

\_\_\_\_\_  
Signature (Records Access Officer)

\_\_\_\_\_  
Date

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**\*Note: If your request is denied** you may appeal that denial to the head of this agency:  
Jon P. Douglass, Town supervisor, 18N Main Street, O.O. Box 715, Au Sable Forks, NY 12912  
(518-647-5411 Extension 4). Such appeals must be made within 30 days of receipt of denial.