

Village of Solvay

1100 Woods Road, Solvay, NY 13209

Office of the Treasurer/Village Clerk

Michael Fecco

315-468-1651 or fax 487-1723

TO: Michael Fecco, Records Access Officer

I hereby apply to inspect the following records:

c: freedom of records.doc/word

Signature: _____ Date: _____

Representing: _____

Address: _____

City/State/Zip: _____

(For Agency Use Only)

Approved _____

Denied (for reason(s) checked below)

- Confidential disclosure Part of investigative files
- Unwarranted invasion of personal privacy
- Record of which this agency is legal custodian cannot be found
- Record is not maintained by this agency
- Exempted by statute other than the Freedom of Information Act
- Other: (Specify) _____

Signature of Records Access Officer _____ Date _____

Notice: You have the right to appeal a denial of this application to the head of this agency within thirty (30) days of a denial.

Name _____ Address _____

Who must fully explain his reasons for such denial in writing ten (10) days of receipt of an appeal.

I hereby appeal:

Signature: _____ Date _____