

**VILLAGE OF KENMORE
APPLICATION FOR PUBLIC ACCESS TO RECORDS**

I HEREBY APPLY TO EXAMINE THE FOLLOWING RECORDS (identify as clearly as possible):

Signature _____
Printed Name _____ Date _____
Address _____
Email _____ Phone _____

*Please PRINT. Make sure ALL information is clearly written.
Illegible/incomplete applications will not be processed.

Applications can be sent to kjohnson@kenmoreny.gov or mail to:

**Village of Kenmore
Clerk/Treasurer's Office
2919 Delaware Avenue – Room 17
Kenmore, NY 14217**

**Any person denied access to records may appeal the denial within 30 days of the denial. Appeals should be sent to the
Village of Kenmore Appeals Officer at FOILAppealOfficer@kenmoreny.gov**

FOR OFFICE USE

APPROVED: _____

NO RECORDS ON FILE _____

DENIED: SEE REASONS CHECKED BELOW

- _____ Confidential Disclosure Part of Investigatory File
- _____ Unwarranted Invasion of Privacy
- _____ Record of which this Agency is Legal Custodial cannot be found
- _____ Record is not maintained by this Agency
- _____ Exempted by statute other than Freedom of Information Act
- _____ Trade Secret – Confidential Commercial Information
- _____ Law Enforcement Records
- _____ Would impair contract awards or collective bargaining agreements
- _____ Would endanger the life or safety of any person
- _____ Interagency or intra-agency materials
- _____ No record maintained by this agency

Signature _____

Title _____

Date _____