



TOWN OF TONAWANDA DEPARTMENT OF POLICE



APPLICATION FOR PUBLIC ACCESS TO RECORDS

To: Town of Tonawanda Police Records Access Officer
I wish to inspect and/or receive a copy of the following record(s):

DATE: _____

Complaint #: _____ Date of Incident: _____ Police Report: _____ MV104-A: _____

Location of Incident: _____

Other: (Identify as clearly as possible i.e. dates, names, addresses) _____

SIGNATURE

PHONE

PRINTED NAME

EMAIL ADDRESS

ADDRESS

Type of copy in which records are preferred if approved: (circle one)

Hard Copy Email

CITY, STATE, ZIP CODE

Any person denied access to records may appeal the denial within 30 days of the denial. Such appeals should be addressed to the Town of Tonawanda Appeals Officer, Mario Giacobbe, 2919 Delaware Ave., Room 2, Kenmore, New York 14217.

FOR AGENCY USE ONLY

REQUEST ACCEPTED BY (Please Print Name / Badge #)

DATE

APPROVED: Date _____ # of Photocopies: _____ AMOUNT (OWED) (PAID): (.25¢/page \$1.00/CD-DVD) \$ _____

EMAILED (No Charge) – Attach Copy of printed sent email for verification

RECORD/DOCUMENT DOES NOT EXIST (Freedom of Information Law pertains to existing records. Section 89(3) of that Statute provides in part that an agency is not required to prepare a record that is not maintained by the agency in response to a request. In short, if the record in question does not exist, the Freedom of Information Law would not apply.)

DENIED (for the reason(s) checked below)

- ____ Exempted by statute other than Freedom of Information
- ____ Unwarranted invasion of personal privacy
- ____ Would impair contract awards or collective bargaining agreements
- ____ Trade secret; confidential commercial information
- ____ Law enforcement records
- ____ Would endanger the life or safety of any person
- ____ Interagency or intra-agency materials
- ____ Record is not maintained by this agency
- ____ Record of which this agency is legal custodian cannot be found
- ____ Other (specify) _____

SIGNATURE OF EMPLOYEE RELEASING INFORMATION

DATE INFORMATION RELEASED

TTP 162 06/2017