APPLICATION FOR PUBLIC ACCESS TO RECORDS

To: Town of Tonawanda Police Records Access Officer

DATE: __________________

I wish to inspect and/or receive a copy of the following record(s):

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

_________________________________________________________

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