

**TOWN OF DEERPARK ACCESS
TO PUBLIC RECORDS REQUEST**

Records Access Officer for the Town of Deerpark:
Florence T. Santini, Town Clerk, 420 Route 209, PO Box 621, Huguenot, NY 12746
Telephone Number (845)-856-2210 Ext. 2 Fax Number (845)-856-0396

I HEREBY APPLY TO INSPECT/RECEIVE COPIES OF THE FOLLOWING RECORDS:

APPLICATION SUBMITTED BY:

Name: _____

Address: _____

Telephone Number: _____

Date filed with Town Clerk: _____

THIS PORTION TO BE FILLED OUT BY TOWN CLERK'S OFFICE:

Request Received by: _____ Date: _____

Department Forwarded To: _____ Date: _____

Response Received by: _____ Date: _____

THIS PORTION TO BE FILLED OUT BY DEPARTMENT HEAD:

Date Received by Department: _____

Date of Response to Town Clerk: _____

Signature of Department Head: _____

Applicant received response on: _____

Applicant's Initials: _____ Town Clerk's Initials: _____

NOTE: You have the right to appeal a denial of this application to the individual in charge of the agency from which the information is requested. The agency must explain the reasons for denial in writing within seven business days of an appeal.

I hereby appeal the denial of records:

Signature: _____ Date: _____