

APPLICATION FOR PUBLIC ACCESS TO RECORDS

Date: _____

To: Rita J. Sheehan, Bethel Town Clerk

I wish to (**inspect**) or (**have photocopies of**) the following record(s):

Identify records as **clearly as possible** (including dates of meeting, names of owner, etc.):

You may inspect documents at **no fee** first and then ask for copies of the ones you actually want.

Number of copies requested: _____ (\$.25 per copy) _____ (max. amount you will want to pay)

Signature: _____

Printed Name: _____

Address: _____

Daytime Phone: _____

For Agency Use Only

APPROVED

Date _____ Time _____

Photocopies: Number _____ Charge _____

DENIED (for 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 can not be found
- _____ Other _____

Any person denied access to records may appeal the denial within 30 days of the denial. Such appeals should be addressed to the Supervisor of the Town of Bethel.