

**APPLICATION FOR PUBLIC RECORDS  
(F.O.I.L. REQUEST)**

TO: RECORDS ACCESS OFFICER  
VILLAGE OF WATKINS GLEN  
303 N. Franklin Street  
Watkins Glen, NY 14891

I hereby apply to inspect the following record(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Representing

\_\_\_\_\_  
Mailing Address

\*\*\*\*\*

FOR AGENCY USE ONLY

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

Record of which this agency is Legal Custodian cannot be found: \_\_\_\_\_

Record is not maintained by this agency: \_\_\_\_\_

\_\_\_\_\_  
Signature Title Date

\*\*\*\*\*

NOTICE: YOU HAVE A RIGHT TO APPEAL A DENIAL OF THIS APPLICATION TO THE HEAD OF THIS AGENCY.

MAYOR SAMUEL SCHIMIZZI  
303 N. FRANKLIN ST.  
WATKINS GLEN, NY 14891

WHO MUST FULLY EXPLAIN THE REASONS FOR SUCH DENIAL IN WRITING SEVEN DAYS OF RECEIPT OF AN APPEAL.

I HEREBY APPEAL:

\_\_\_\_\_  
Signature Date