



City of Canandaigua
 2 North Main Street
 Canandaigua, NY 14424
 OFFICE OF THE CITY CLERK

Erin VanDamme
 Records Access Officer
 Telephone: (585) 337-2169
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 evandamme@canandaiguanewyork.gov

APPLICATION FOR PUBLIC ACCESS TO RECORDS
 (PLEASE TYPE OR PRINT CLEARLY)

TO BE COMPLETED BY APPLICANT

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORDS: (at the address above)

I HEREBY REQUEST COPIES OF THE FOLLOWING RECORDS AT \$.25 PER PAGE (for standard size documents)

I HEREBY REQUEST COPIES OF THE FOLLOWING RECORDS IN ELECTRONIC FORM IF AVAILABLE, AND IF NOT THEN I REQUEST COPIES AT \$.25 PER PAGE

Please describe the record(s) sought in as specific detail as possible (dates, tax map numbers, report number, and any other information that will help locate the records). If you fail to do so your request may be denied.

Signature of Applicant:		Date of Application:	
Print Name:		E-Mail Address:	
Agency Represented, if any:	Phone #:	FAX #:	
Mailing Address:			

FOR AUTHORITY USE ONLY

Department:	Date Routed:	Response due by:
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APPROVED: Number of Records Produced: _____ Total Cost: _____

DENIED (For the Reason(s) Checked Below) Section 87(2)

____ (a) Are specifically exempted by state or federal statute

____ (b) If disclosed would result in an unwarranted invasion of personal privacy

____ (c) If disclosed would impair present or imminent contract awards or collective bargaining negotiations.

____ (d) Are trade secrets or from commercial enterprise which if disclosed would cause substantial injury to the competitive position of the enterprise.

____ (e) Are compiled for law enforcement purposes which if disclosed would interfere with investigations, identify confidential sourceS or reveal criminal investigative procedures

____ (f) If disclosed endanger the life or safety of any person

____ (g) Non-final Inter-agency or Intra-agency communications

____ Other: (specify) _____

RECORDS NOT FOUND:

RECORDS NOT MAINTAINED BY THIS AGENCY:

Records Access Officer:	Date:
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APPLICANT USE

NOTICE: You may file an appeal with the City Manager of the City of Canandaigua within thirty (30) days after denial of access to a record pursuant to §89(4)(a) of the Freedom of Information Law. Your appeal must be in writing, signed by you and contain the following information: your name and address, description of the requested records, date of the request, date of the letter denying the request. Mail your appeal to the City Manager, City of Canandaigua, 2 North Main Street, Canandaigua, NY 14424.