

THIS FORM TO BE SUBMITTED TO THE SALINA TOWN CLERK, 201 SCHOOL RD., LIVERPOOL

**REQUEST FOR INFORMATION UNDER OPEN GOVERNMENTS LAWS:**

FROM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

DOCUMENT (S) REQUESTED: \_\_\_\_\_

If title is unknown, describe information you are seeking: \_\_\_\_\_

Document covers information for approximate time period of: \_\_\_\_\_

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

Do not write in spaces below

Request received: \_\_\_\_\_ Action taken on: \_\_\_\_\_  
Date Date

APPROVED \_\_\_\_\_

Copies supplied: \_\_\_\_\_ @ \$.25 per sheet (photocopy) - \$ \_\_\_\_\_  
\_\_\_\_\_ @ \$.50 per sheet (computer run) - \$ \_\_\_\_\_

DENIED \_\_\_\_\_ for reason (s) checked below:

- \_\_\_\_\_ Record constitutes trade secrets or is maintained for regulation of commercial enterprise and disclosure would substantially injure subject enterprise.
- \_\_\_\_\_ Record compiled for law enforcement purposes and is not an open record.
- \_\_\_\_\_ Disclosure of Record would endanger life or safety of a person.
- \_\_\_\_\_ Record is an inter-agency or intra-agency record which is not an open Record.
- \_\_\_\_\_ Unwarranted Invasion of Personal Privacy.
- \_\_\_\_\_ Record of which this agency is custodian cannot be found.
- \_\_\_\_\_ Record is not maintained by this Agency.
- \_\_\_\_\_ Exempted from disclosure by the following statute: \_\_\_\_\_
- \_\_\_\_\_ Other (specify) \_\_\_\_\_

Signature	Title	Date
_____	_____	_____

**NOTICE:** You have a right to appeal a denial of this application to the Appeal Office of this agency.

Name \_\_\_\_\_ Business Address \_\_\_\_\_

Who must either grant this application, or deny this application and fully explain his reasons for such denial in writing.

I HEREBY APPEAL: \_\_\_\_\_