

**TOWN OF MANCHESTER**  
**1272 County Road #7**  
**Clifton Springs, N.Y. 14432**  
**Phone: (315)462-6224 or (585)289-3010**  
**Fax: (315)462-6675**  
**clerks@manchesterny.org**

TOWN CLERK – Devon Hayes  
Ext. 2

SUPERVISOR  
David W. Phillips  
Ext. 5

HIGHWAY SUPT. – Jason Lannon  
Ext. 6

SOLE ASSESSOR – Jennifer Fagner  
Ext. 3

ZONING – Steve DeHond/Marty Barnett  
Ext. 4

CONTROL NUMBER \_\_\_\_\_ REQUEST FOR INSPECTION OF RECORDS

DATE OF REQUEST \_\_\_\_\_

NAME OF PERSON REQUESTING RECORD \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

SPECIFIC RECORD REQUESTED OR INFORMATION NEEDED \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Section 84-90 of the Public Officers law states that each entity subject to the provisions of this article, within 5 business days upon receipt of written request, such record shall be made available to person making request. You will be notified by mail when the above record can be made available for inspection. A fee of \$0.25 per photocopy will be charged.

The notification shall entitle the person named or authorized representative to inspect the above mentioned record and shall be good until 4:00 p.m. on the day used, and may not be extended to another day without a new request for inspection of records form. In all cases this notification must be used within (10) ten days of issue date as marked on notification form. Time and date must be agreeable to both parties.

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DATE NOTIFICATION OF AVAILABILITY \_\_\_\_\_

INSPECTION TO TAKE PLACE AT \_\_\_\_\_

DATE OF ISSUE \_\_\_\_\_