

**Village of Lewiston**

145 N 4<sup>th</sup> Street  
P.O. Box 325  
Lewiston, NY 14092  
(716) 754-8271



APPLICATION FOR ACCESS TO PUBLIC RECORDS

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

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

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

EMAIL: \_\_\_\_\_

MATERIAL REQUESTED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

"I, \_\_\_\_\_, hereby certify that the records received in response to my Freedom of Information Law (Public Officers Law §84-90) request dated \_\_\_\_\_ will not be used for purposes of solicitation or fund-raising, and said records will not be sold, given or otherwise made available to any other person for the purpose of allowing such person to use said records for solicitation or fund-raising purposes."

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**VILLAGE CLERK'S OFFICE HAS FIVE DAYS IN WHICH TO RESPOND**

**APPROVED DATE:** \_\_\_\_\_

**DENIED** (for the reason(s) checked below)

\_\_\_\_\_ Exempted by the statute other than Freedom of Information

\_\_\_\_\_ Unwarranted invasion of personal privacy

\_\_\_\_\_ Confidential disclosure

\_\_\_\_\_ Part of investigatory files

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

\_\_\_\_\_ Record not maintained by this Agency

Other (specify) \_\_\_\_\_

Any person denied access to records may appeal the denial within 30 days. Such appeals should be addressed to the Village of Lewiston Board of Trustees, PO Box 325, Lewiston, NY 14092.