

# Request for Information Form

Freedom of Information Law  
...effective January 01, 1978

**Town of Danby, NY**

Town Clerk  
1830 Danby Road  
Ithaca, NY 14850

I hereby apply to inspect the following records:

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Signature

Mailing Address

Representing

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### For Town of Danby Use Only

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Circle one:    **Approved**       **Denied**

If denied, specify reasons below

- Confidential Disclosure
- Part of Investigatory Files
- Unwarranted Invasion of Personal Privacy
- Exempted by Statute, other than the Freedom of Information Act
- Other (specify): \_\_\_\_\_

Signature

Title

Date

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**Notice:** You have the right to appeal a denial of this application to the Records Access Officer of the Town of Danby, who must fully explain the reasons for such denial in writing within five days of the receipt of an appeal.

**I Hereby Appeal:**

Signature

Title

Date