Village of Tupper Lake
Records Access Officer
Phone: (518) 359-3341
Email: villtupplake@centralny.twcbc.com

53 Park Street
P.O. Box 1290
Tupper Lake, NY 12986
Fax: (518) 359-7802

Application for Public Access to Records

To: Records Access Officer
Village of Tupper Lake

FOIL Request Date: _____

The following item is reasonably described as the record(s) I am interested in receiving:

_____
_____
_____
_____

Print Name: _____ Signature: _____
Address: _____
Home Phone: _____ Work Phone: _____

****

For Agency Use Only Departmental Recommendation

[ ] **Clerk** [ ] Fire [ ] Code [ ] Misc./Other: _____

We Recommend:
[ ] Approval
[ ] Disapproval
[ ] Record requested cannot be found
[ ] Record is not maintained

Comments: _____
_____
_____

_____ _____ _____
Signed Title Date

****

For Agency Use Only
Disposition of Request

[ ] Approved
[ ] Denied _____
[ ] Record of which this agency is legal custodian cannot be found
[ ] Record is not maintained by this agency

_____ _____
Village Clerk or Designee Date

Notice: You have the right to Appeal a denial of this application to the head of this agency

I hereby appeal to the Mayor of the Village of Tupper Lake, 53 Park Street, Tupper Lake, NY. Within seven (7) days of receipt of appeal, the Mayor must fully explain, in writing, the reason for such denial.

Signed: _____ Date: _____

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