

OSSINING PUBLIC LIBRARY
PUBLIC ACCESS TO RECORDS APPLICATION

TO: Ossining Public Library
Attn: Public Records Access Officer
53 Croton Avenue, Ossining, NY 10562

I hereby request to **inspect** the following records: _____

I hereby request to **have duplicated**, at a charge of **25¢ per page**, the following: _____

NAME – Please Print _____

SIGNATURE

ADDRESS _____

TELEPHONE

DATE

(FOR AGENCY USE ONLY)

APPROVED: _____

DENIED: (For the reason stated below)

1. Specifically exempted from disclosure by state or federal statute
2. Confidential disclosure
3. Unwarranted invasion of personal privacy
4. Disclosure would impair contract or collective bargaining negotiations.
5. Compiled for law enforcement purposes which if disclosed would interfere with law enforcement investigations or judicial proceedings.
6. Disclosure would endanger life and safety of any person.
7. Inter-agency or intra-agency materials not cited in the statute.
8. Examination questions or answers prior to administration.
9. Disclosure would jeopardize the Agency's capacity to guarantee the security of its information technology assets.
10. Photographs, microphotographs, videotape or other recorded images prepared under the Vehicle and Traffic Law.
11. Computer Access Codes.

NOTICE: You have a right to appeal a denial of this application to the Board of Trustees, Ossining Public Library at 53 Croton Avenue, Ossining, NY 10562, who must explain their reasons for such denial in writing within ten days of receipt of an appeal

I hereby appeal _____
Signature Date