

**Town of Pompey**  
8354 U.S. Route 20  
Manlius, NY 13104  
Phone: (315)682-9877  
Fax: (315)682-1171  
Email: pompeyny@windstream.net  
Website: townofpompey.com

Date: \_\_\_\_\_

To: Ann Christmas, Records Access Officer

I wish to inspect the following record(s): (Identify records you are interested in as clearly as possible):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You may inspect documents first and then ask for copies of the ones you actually want.

Number of copies requested: (\$.25 per copy) \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

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**FOR AGENCY USE ONLY**

**APPROVED**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Photocopies: Number: \_\_\_\_\_ Charge: \_\_\_\_\_

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

- \_\_\_\_\_ Exempted by statue other than Freedom of Information
- \_\_\_\_\_ Unwarranted invasion of personal privacy
- \_\_\_\_\_ Would impair contract awards or collective bargaining agreements
- \_\_\_\_\_ Trade secret; confidential commercial information
- \_\_\_\_\_ Law enforcement records
- \_\_\_\_\_ Would endanger the life or safety of any person
- \_\_\_\_\_ Interagency or intra-agency materials
- \_\_\_\_\_ Record is not maintained by the agency
- \_\_\_\_\_ Record of which this agency is legal custodian cannot be found
- \_\_\_\_\_ Other (specify) \_\_\_\_\_

Any person denied access to records may appeal the denial within 30days of the denial. Such appeals should be addressed to the Supervisor of the Town of Pompey, 8354 U.S. Route 20, Manlius, NY 13104

STATE OF NEW YORK  
COUNTY OF ONONDAGA  
TOWN OF POMPEY

I, \_\_\_\_\_ certify that the following documents:

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requested per my Freedom of Information dated \_\_\_\_\_  
will **not** be used for commercial purposes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date