



City of Rome RECORDS ACCESS APPLICATION

Return completed application to:

Rome City Clerk
198 N. Washington St.
Rome, NY 13440

**PLEASE COMPLETE ALL APPLICABLE INFORMATION AS EXPLICITLY AS POSSIBLE,
UNLESS THERE IS AN ATTACHMENT SPECIFICALLY DETAILING YOUR REQUEST.**

I request *a copy* of the following records

I request *to see* the following records

Name (Please Print): _____ Phone: _____

Email Address: _____ Electronic Response Preferred

Mailing Address: _____

Signature: _____ Date: _____

FOR AGENCY USE ONLY

APPROVED

DENIED (REASON):

- CONFIDENTIAL DISCLOSURE
- PART OF INVESTIGATORY FILES
- UNWARRANTED INVASION OF PERSONAL PRIVACY
- RECORDS CANNOT BE LOCATED
- RECORD IS NOT MAINTAINED BY THIS AGENCY
- EXEMPTED BY STATUTE OTHER THAN THE FREEDOM OF INFORMATION ACT
- OTHER (SPECIFY) _____

Signature: _____ Date: _____

NOTICE TO APPLICANT

You have the right to appeal a denial of this application to Rome City Clerk/Records Access Officer, 198 N. Washington St., Rome, NY 13440. The City of Rome will explain the reason for such denial in writing within 10 business days of an appeal.

I HEREBY APPEAL

Signature: _____ Date: _____