



CITY OF ROME
APPLICATION FOR PUBLIC ACCESS TO RECORDS
ROME CITY CLERK PUBLIC ACCESS OFFICER

Please complete all applicable information, being as explicit as possible, unless there is an attached letter specifically detailing your request.

I request to see the following records: _____ I request a copy of the following records: _____

Name (Please Print): _____ Phone: _____

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	Title	Date
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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, New York 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 of Applicant	Date of Appeal Request
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