

**REQUEST FOR ACCESS TO PUBLIC RECORDS (Section 88 – Public Officers Law)**

Name of Applicant \_\_\_\_\_

Address of Applicant \_\_\_\_\_

Phone # \_\_\_\_\_ and/or \_\_\_\_\_

Does Applicant apply in own behalf?    Yes                  No

If no, name and address of principal, if application is made by agent, etc.

Name \_\_\_\_\_

Address \_\_\_\_\_

Please list the records, determinations, minutes, rules, etc. which you wish to examine or have copied (photocopy charge is \$.25 per page).

Item	Approximate Filing Date
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

Please note: the Town of Monroe has a 48 hour period in which to comply with or reject this request.

**THESE RECORDS OR REPORTS WILL NOT BE USED FOR COMMERCIAL OR FUND RAISING PURPOSES. (Section 88, Subdivision 3(d) – Public Officers Law)**

\_\_\_\_\_  
Applicant's Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Print or Type Applicant's Name

Town of Monroe