OFFICE OF THE TOWN CLERK
TOWN OF MOUNT PLEASANT
ONE TOWN HALL PLAZA
VALHALLA, NEW YORK 10595
P: (914) 742-2312
F: (914) 747-6172

APPLICATION FOR PUBLIC ACCESS TO RECORDS

Emily Costanza, Records Access Officer

Please complete and email this form to townclerk@mtpleasantny.com, deliver to the Town Clerk's Office at the address listed above, or fax to 914-747-6172.

I request the following record(s): *Identify records you are interested in as clearly as possible. If more space is needed, include as attachment. Do not use this form for information regarding Police matters or properties located in the Villages of Sleepy Hollow or Pleasantville.*

I hereby certify that if records cannot be emailed, should I desire copies of records after inspection, I will pay the fees as established in Public Officers Law, Article 6.

Applicant Name:_____

Applicant's Address:_____

Phone #_____Email:_____

Company You Are Representing (if any):_____

Signature:_____Date:_____

(For Agency Use Only)

RECEIVED:_____Town Clerk_____
Signature Title Date

SEARCH CERTIFICATION

Any person denied access to records may appeal the denial with 30 days of the denial. Such appeals should be addressed to the Town Supervisor, 1 Town Hall Plaza, Valhalla, NY 10595.

☐ Approved ☐ Records Not Found ☐ Denied (for reasons checked below)

____Confidential Disclosure – Part of Investigatory Files
____Unwarranted Invasion of Personal Privacy
____Confidential Commercial Information
____Records to which this Agency is legal custodian cannot be found
____Exempted by State other than Freedom of Information Act
____Other (specify)_____

Signature:_____
Title Date