



Application  
Access to Public Records  
City of Dunkirk, N.Y.  
342 Central Avenue  
Dunkirk, NY 14048

Telephone 716-366-0452

Facsimile 716-363-0058

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

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

Telephone/Fax Number: (\_\_\_\_) \_\_\_\_\_

Information requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any applicant desiring copies of requested records must remit in advance payment of the following charges prior to any records being released: Copying up to 9" x 14" size shall be \$0.25/page, or actual copying costs for over-sized/special records.

Records of approved requests will be made available for inspection or pick-up at the Office of the City Clerk. Records may be mailed upon request and receipt of advance payment of appropriate postage.

*COMPLETE ONLY IF REQUESTING A LIST OF NAMES AND ADDRESSES.*

By signing below, I certify that such list(s) will not be used for commercial or fundraising purposes. Sections 87(2)(b) and 89(2)(b)(iii) of the NY Public Officers Law permit the City of Dunkirk to seek a certification from an applicant seeking disclosure of a list of names and addresses, that such list will not be used for commercial or fundraising purposes.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**DISPOSITION**

APPROVED. The approximate date the records will be available: \_\_\_\_\_. To arrange for access to the records, contact: \_\_\_\_\_.

DENIED:

- Records are specifically exempted from disclosure by state or federal statute
- Disclosure would constitute an unwarranted invasion of personal privacy
- Disclosure would impair present or imminent contract awards or collective bargaining negotiations
- Records are exempt from disclosure under the Law Enforcement Exemption
- Disclosure could endanger the life or safety of any person
- Records exempt from disclosure under Inter/Intra-Agency Materials Exemption
- Other: \_\_\_\_\_

UNAVAILABLE:

- Records requested were not described in sufficient detail
- Records requested are not maintained by this department
- This Department maintains the records you have requested, but the records could not be located after a diligent search.
- Other: \_\_\_\_\_

**DEPARTMENT REVIEW**

Chief of Police	_____	Date _____
City Attorney	_____	Date _____
City Clerk	_____	Date _____

**NOTICE:** You have a right to appeal a denial of this Application. If you wish to appeal, a written appeal must be made within thirty (30) days after receiving the denial. A written response will be provided within ten (10) business days after receipt of the appeal.

I hereby appeal the denial of access to records:

\_\_\_\_\_  
(signature) (date)