



# TOWN OF CARMEL APPLICATION FOR PUBLIC ACCESS TO RECORDS

Ann Spofford, Records Access Officer  
Town Hall - 60 McAlpin Avenue  
Mahopac, NY 10541  
845.628.1500

I hereby apply to inspect the following record:

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**I guarantee that any list of names and addresses received will not be used for commercial or fundraising purposes.**

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Representing

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Email address

## FOR AGENCY USE ONLY

- ☐ Approved
- ☐ Denied - In whole or in part  
Reason for denial \_\_\_\_\_
- ☐ The Town of Carmel is not the custodian for such record(s).
- ☐ Record(s) of which the Town of Carmel is a custodian cannot be found after diligent search.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Responded

\_\_\_\_\_  
Date Viewed / Mailed / Picked Up

\_\_\_\_\_  
Cost & Receipt No.

**NOTICE:** You have a right to appeal a denial of this application to Michael Cazzari, Supervisor of the Town of Carmel, Town Hall, 60 McAlpin Avenue, Mahopac, New York 10541 (845.628.1500) within thirty (30) days from the receipt of denial of access.

## I HEREBY APPEAL:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date