

INSTRUCTIONS

- 1. Please identify the specific records you wish to be released. Check the box that corresponds to the format in which you would like the records released. Complete the Requestor Information section, sign in the appropriate place, and give or mail to the Records Access Officer, Adirondack Park Agency, P.O. Box 99, Ray Brook, New York 12977.**
- 2. If you would like to inspect specific records prior to receiving copies, please check the appropriate box and the Records Access Officer will contact you when the records are available. If after inspection you should desire copies, identify to the Records Access Officer the specific records to be copied. Make check or money order payable to the Adirondack Park Agency for copies reproduced by the Agency.**
- 3. If you are denied access to records or portions of records, you may submit a written appeal to the Agency Counsel, Adirondack Park Agency, P.O. Box 99, Ray Brook, New York 12977. Except for reasons relative to trade secrets, such appeal must be made within 30 days after the receipt of the denial. If the denial is by mail, the appeal must be made within 35 days of the date of the mailing. Please attach a copy of this form when filing your appeal. The Agency Counsel will evaluate the appeal and respond in writing to you within seven (7) business days after receipt of the appeal.**
- 4. For denial of access to records containing trade secrets, such appeal must be made within seven (7) business days of receipt of written notice of the denial of access. Please attach a copy of this form when filing your appeal. The Agency Counsel will evaluate your appeal and respond in writing to you within ten (10) business days after receipt of the appeal.**

Adirondack Park Agency
Records Access Officer
PO Box 99
Ray Brook, NY 12977