APPLICATION FOR ACCESS TO AGENCY RECORDS (Instructions on reverse page)

REQUESTOR INFORMATION

Name: ______________________________________________ Telephone: _______________________

Mailing Address: ________________________________________________________________________

Email Address:   ___________________________________________ Date: ________________________
(Must be provided if you have requested records be emailed to you)

RECORD(S) REQUESTED (Please describe as specifically as possible; attach extra paper if needed)

Please Check One:  ☐ I would like all electronically available records sent to my email address
☐ I would like to review these records (The Agency will notify you when the records are available)
☐ I would like copies sent to me and agree to pay the fees as listed below:

1 -10 pages..............$0.25 per page
11 – 50 pages..........$0.20 per page
51 pages or more........$0.15 per page
Large Scale Maps (36” wide) $1.50 per linear foot

Please contact me prior to copying if the fees will exceed $________________

AGENCY USE ONLY

Records Available
☐ Records provided __________________(except those denied or not available as described below)
☐ The production cost for the records provided is $___________. Please remit to the Adirondack Park Agency

PO Box 99, Ray Brook, NY 12977 [_____ pages @ $0.__ per page] [_____ maps @ $1.50 per linear foot]

Records Not Available
☐ Records cannot be found after a diligent search
☐ The Agency is not the custodian for the records requested.
☐ Records not maintained by the Agency in the format requested.

Records Denied
Records (or part of the records) have been denied to the requestor for the reason(s) checked below(appeal procedure on reverse page)

☐ Specifically exempt by other statute
☐ Unwarranted invasion of personal privacy
☐ Would impair present or imminent contract awards or collective bargaining negotiations.
☐ Are examination questions or answers
☐ Are inter- or intra-agency materials that are not statistical or factual tabulations or data, instructions to the staff that affect the public, final agency policy or determinations; or external audits, including, but not limited to, audits performed by the Comptroller and the federal government
☐ Are trade secrets
☐ Would endanger the life of any person
☐ Are compiled for law enforcement purposes and which, if disclosed would: interfere with law enforcement investigations or judicial proceedings, deprive a person of the right to a fair trial or impartial adjudication, identify a confidential source or disclose confidential information relating to a criminal investigation, or reveal criminal investigative techniques or procedures, except routine techniques or procedure.
☐ Are computer access codes

Records Access Officer Signature ____________________________ Date ____________

OFFICE USE ONLY
PAYMENT RECEIVED

Check #
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

Revised March 2015