

City of Corning
500 Civic Center Plaza
Corning, NY 14830
607-962-0340

Application for Access to Public Records
(Complete a separate form for each record requested)

I do hereby request the following records: _____ to inspect _____ as copies _____ emailed to me

The information you provide must be specific to what you are requesting:

Name: _____ Signature: _____

Mailing Address: _____ Phone No: _____

Email: _____

For Agency Use Only

Approved: _____

Record Not Found: _____

Record is not maintained by this agency: _____

Record Denied: _____

Deniable records include records or portions thereof that:

Confidential Disclosure _____

Unwarranted Invasion of Personal Property _____

Record of which this agency is Legal Custodian cannot be found _____

Record is not maintained by this agency _____

Exempted by Statute other than the Freedom of Information Act _____

Other (Specify) _____

Mary M Farmer, Records Access Officer

Date

Notice: You have the right to appeal a denial of this application to the Appeal Officer of the City of Corning.

Pamela D. Gee, Appeals Officer

500 Civic Center Plaza

Corning, NY 14830

The Appeals Officer must fully explain his reason for denial, in writing, seven business days of receipt of an appeal.

I hereby appeal:

Signed: _____

Date: _____