

APPLICATION FOR PUBLIC ACCESS TO RECORDS  
ULSTER COUNTY

SECTION I. TO BE COMPLETED BY APPLICANT

INSTRUCTIONS TO APPLICANT: Please complete Section I of a four-part set of this form. Carbon paper is not required. Give the form to the agency Freedom of Information Officer. The Freedom of Information Officer will return the original (white copy) to you as a response to your request, or will give you part 4 as an interim response.

TO: Sylvia Wohlfahrt, Director DEPT. NAME: Information Services  
Freedom of Information Officer  
DEPARTMENT ADDRESS: 25 South Manor Avenue, Kingston, New York 12401-3627

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD (Please describe the record sought. If possible, supply a date, a file title and number, and any other information that will help locate the record desired):

Signature of Applicant and Printed Name

Applicant Represents

Applicant's Mailing Address

Date Of Application

SECTION II. FOR USE BY DEPARTMENT FREEDOM OF INFORMATION OFFICER ONLY

APPROVED

DENIED (for reason(s) checked below):

Confidential Disclosure  
Part of Investigatory Files  
Unwarranted Invasion of Privacy  
Record of which this Department is Legal Custodian, Cannot Be Found  
Record is not Maintained by the Department  
Exempted by Statute Other than the Freedom of Information Act  
Other (specify): \_\_\_\_\_

Receipt of this request is acknowledged. There will be a delay in supplying the requested record until \_\_\_\_\_  
for the following reason: \_\_\_\_\_

Signature

Title

Date

Freedom of Information Officer

SECTION III. NOTICE TO APPLICANT

YOU HAVE A RIGHT TO APPEAL A DENIAL OF THIS APPLICATION IN WRITING TO THE OFFICE OF THE COUNTY ATTORNEY WITHIN 30 DAYS OF THE DENIAL. INFORMATION AS TO THE PERSON TO CONTACT IS SHOWN BELOW. THE CONTACTED PERSON MUST RESPOND TO YOU IN WRITING WITHIN SEVEN BUSINESS DAYS OF RECEIPT OF YOUR APPEAL.

County Attorney

Business Address:  
244 Fair Street  
Kingston, NY 12401

Business Telephone:  
845-334-5300  
Fax 845-339-1498