

MICHAEL C. BARTOLOTTI

Putnam County Clerk
Public Information Officer

Application for Public Access to Records

RESERVED FOR TIME STAMP

To: Records Access Officer

Name of Agency

Address

Please select one of the following:

- I will hand deliver myself
- Please submit to the specified department for me

Applicant's Signature

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD:

Date
Applicant's Signature
Applicant's Name (PRINT CLEARLY)
Phone Number
Representing
Mailing Address
E-Mail Address

I REQUEST THAT THE AFOREMENTIONED RECORDS BE PROVIDED, IF POSSIBLE, IN ELECTRONIC FORMAT

FOR OFFICIAL USE ONLY:

Date: _____

MICHAEL C. BARTOLOTTI,
Public Information Officer

FOR AGENCY USE ONLY

APPROVED

DENIED

Record of which this Agency is Legal Custodian cannot be found.
Record is not maintained by this Agency.
Other – See Attached.

Signature

Title

Date

NOTICE: YOU HAVE A RIGHT TO APPEAL A DENIAL OF THIS APPLICATION TO THE PUTNAM COUNTY EXECUTIVE WHO MUST FULLY EXPLAIN THE REASONS FOR SUCH DENIAL IN WRITING WITHIN SEVEN DAYS OF THE RECEIPT OF AN APPEAL.

I HEREBY APPEAL THE DENIAL OF THIS REQUEST:

Name

Business Address

Signature

Date