

Town of Sweden  
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### Application for Access to Public Records

Date requested: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Records requested (please be as specific as possible): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Reason for denial: \_\_\_\_\_

\_\_\_\_\_

Number of copies: \_\_\_\_\_ Received at \$.25 per copy \$ \_\_\_\_\_

Date of Response: \_\_\_\_\_ Paid date: \_\_\_\_\_

**\*\*Note:** The Freedom of Information Law requires that within five business days of the receipt of a written request for a record reasonably described, the "agency" must make the record available, deny access in writing giving the reasons for denial, or furnish a written acknowledgement of receipt of the request and a statement of the approximate date when the request will be granted or denied.