



CORTLAND POLICE DEPARTMENT

APPLICATION FOR PUBLIC ACCESS TO RECORDS/FOIL



TO: RECORDS ACCESS OFFICER
 RECORDS BUREAU
 CORTLAND POLICE DEPARTMENT
 25 Court Street, Cortland, NY 13045

pguerrera@cortland.org

Office Use DATE / TIME: _____ / _____

- I HEREBY REQUEST TO SEE THE FOLLOWING RECORD(S)
 I HEREBY REQUEST A COPY OF THE FOLLOWING RECORD (S)

Include: Date/Time/Address of Incident. Incident Number if known.

 PRINT NAME: DATE:

 MAILING ADDRESS: TELEPHONE:

Email:

FOR AGENCY USE ONLY

RECORDS USE ONLY

- APPROVED/ APPROVED WITH REDACTIONS (REFER TO APPEAL INFO BELOW)
 DENIED FOR THE FOLLOWING REASON (S)
 PENDING INVESTIGATION
 CONFIDENTIAL DISCLOSURE/ RECORD NOT MAINTAINED BY THIS AGENCY
 UNWARRANTED INVASION OF PERSONAL PRIVACY
 EXEMPT BY STATUTE
 NO RECORD FOUND RECORD PURGED PER RECORD RETENTION SCHEDULE
 RECORD OF WHICH AGENCY IS LEGAL CUSTODIAN CANNOT BE FOUND
 OTHER (SPECIFY)

NO. OF PAGES _____

FEE PAID

AMOUNT _____

RECEIVED BY _____

NOTIFIED BY ID# _____

DATE/TIME: _____ / _____

_____ / _____

 SIGNATURE TITLE DATE

NOTICE: YOU HAVE A RIGHT TO APPEAL A DENIAL OF THIS APPLICATION WITHIN 30 DAYS. IF ANY PORTION OF A RECORD IS REDACTED YOU HAVE A RIGHT TO APPEAL THIS APPLICATION WITHIN 30 DAYS. APPEAL TO THE CITY ATTORNEY OF THE CITY OF CORTLAND, 25 COURT STREET, CORTLAND, NY 13045 WHO MUST FULLY EXPLAIN THEIR REASON(S) FOR SUCH DENIAL IN WRITING WITHIN TEN BUSINESS DAYS OF RECEIPT OF AN APPEAL.