



CORTLAND POLICE DEPARTMENT

APPLICATION FOR PUBLIC ACCESS TO RECORDS/FOIL



TO: RECORDS ACCESS OFFICER

Office Use Only

RECEIVED BY: _____

RECORDS BUREAU

CORTLAND POLICE DEPARTMENT

25 Court Street, Cortland, NY 13045

Office Use Only

DATE / TIME: _____ / _____

pguerrera@cortland.org

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.

SIGNATURE

PRINT NAME

DATE

MAILING ADDRESS

TELEPHONE

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.