



**TOWN OF NEWSTEAD  
FREEDOM OF INFORMATION LAW  
APPLICATION FOR PUBLIC RECORDS**

**APPLICANT NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NO.:** \_\_\_\_\_

**I HEREBY REQUEST ACCESS/COPIES OF THE FOLLOWING RECORDS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

.....

**For Agency Use Only**

\_\_\_\_\_ **Application Approved**

\_\_\_\_\_ **Application Denied**

- Reason: \_\_\_\_\_ **Confidential Disclosures**
- \_\_\_\_\_ **Part of Investigation Files**
- \_\_\_\_\_ **Unwarranted Invasion of Personal Privacy**
- \_\_\_\_\_ **Record Can't Be Found**
- \_\_\_\_\_ **Record not Maintained by this Agency**
- \_\_\_\_\_ **Exempted by Statute other than Freedom of Information Act**

**Other** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTICE: You have the right to appeal a denial of this application to the head of this agency, who must explain the reason for denial within 7 days in writing.**

**I HEREBY APPEAL:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_