

County of Dutchess  
**APPLICATION FOR ACCESS TO RECORDS**

To: Records Access Officer  
Department of Emergency Response  
392 Creek Rd.  
Poughkeepsie, New York 12601  
Fax: 845-486-3998 [Fax for Police Agencies only: 845-486-3997]

Date \_\_\_\_\_

I hereby apply for a copy of the following record(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I request this copy to be a: ( ) Paper Copy ( ) CD Copy ( ) Listen Only

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Representing

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Records picked up by - Print

\_\_\_\_\_  
Records picked up by- Signature

*Department use only*

\_\_\_ APPROVED

\_\_\_ DENIED (For the following reason(s):

- \_\_\_ Confidential Disclosure
- \_\_\_ Part of an Investigatory File
- \_\_\_ Record of which this Department is legal custodian cannot be found
- \_\_\_ Record is not maintained by this Department
- \_\_\_ Record is exempted by stature other than Freedom of Information Law
- \_\_\_ New York State County Law subsection 308.4

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**PLEASE TAKE NOTE**

If you do not agree with our response to your request you may appeal the response pursuant to Section 89(4) (a) of the New York Public Officers Law to the Dutchess County Records Appeals Officer, Dutchess County Attorney's Office, 22 Market Street, Poughkeepsie, NY 12601. You have 30 days to file your appeal.

I HEREBY APPEAL:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date