

Darien Town Clerk
10569 Allegany Road
Darien Center, NY 14040
585-547-2274 Ext 1026
TDD: 1-800-662-1220
Fax 585-547-3331

REQUEST TO EXAMINE OFFICIAL RECORDS

Date of Request _____

Person making request _____

On behalf of (firm or organization) _____

Address _____

Telephone number _____ Email _____

Description of item(s) requested for examination (PLEASE BE SPECIFIC)

Photocopy requested? Yes, hardcopy Yes, digital if available No
(copies may incur costs)

Signature

PUBLIC RECORDS AND PHOTOGRAPHIC COPIES WILL BE PROVIDED AT
TOWN CONVENIENCE WITHIN THE GUIDELINES OF THE FREEDOM OF
INFORMATION ACT. WITHIN 5 BUSINESS DAYS, YOU WILL BE INFORMED
IN WRITING AN APPROXIMATE TIMEFRAME THAT THE RECORDS WILL BE
AVAILABLE.

(for Town use only)

Approved for examination? Yes No

If No, reason for denial _____

Records Access Officer

This institution is an equal opportunity provider, and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.htm, or at any USDA officer, or call (866)632-9992 (TDD (800)662-1220) to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at: USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, by fax (202)690-7442 or email at: program.intake@usda.gov