



Heart of River Country

www.villageofowego.com

Village of Owego

Clerk-Treasurer
Mayor
178 Main Street
Owego, NY 13827

Code Enforcement
Dept. of Public Works
20 Elm Street
Owego, NY 13827

WWTP
Southside Drive
Owego, NY 13827

Owego Police Dept.
90 Temple Street
Owego, NY 13827

Office of the Mayor
Clerk-Treasurer
Code Enforcement
Village Fax
607-687-1710
607-687-3555
607-687-1101
607-687-1787

WWTP
Police Dept.
Public Works
Village Garage
607-687-2282
607-687-2233
607-687-1101
607-687-1221

APPLICATION FOR PUBLIC ACCESS TO RECORDS

TO: Rod Marchewka, Records Access Officer
178 Main Street
Owego, NY 13827
Telephone (607) 687-3555 FAX: (607) 687-1787
Email: clerk-vofowego@stny.rr.com Website: <http://www.villageofowego.com>

I HEREBY REQUEST TO INSPECT RECORDS AT: _____

- I WOULD LIKE TO (Please check a box) Review documents by appointment. (Not available for police records)
 Have copies made at 25¢ per copy. (If it can be provided by email, there is no charge).
 I would like an estimate of the number of pages involved in the above request prior to any copies being made.

Please describe the record you are requesting. Be specific – especially with dates and time periods:

Name (please print): _____ Phone: _____

Mailing Address: _____

Email (Optional): _____

Signature _____ Date: _____

Please check your preferred method of contact: Phone Mailing Address Email

FOR AGENCY USE ONLY

Approved _____ Number of Copies Responsive to the Request

Denied for Reason(s) checked below:

- Confidential Disclosure Record of which this Agency is legal custodian cannot be found Record does not exist
 Part of Investigatory Files Unwarranted Invasion of Personal Privacy Record is not maintained by this agency
 Exempted by statute other than the FOI Law Other (Specify): _____

Signature _____ Title _____ Date _____

APPEALS PROCESS

NOTICE TO APPLICANT: You have the right to appeal a denial of this request by application to the Records Access Officer. A decision will be made by the Appeals Officer, (the Mayor), 178 Main Street, Owego, NY 13827, in writing with a full explanation within 10 business days from receiving the appeal.

I, _____, hereby appeal my Denied FOIL Request dated: _____.

SIGNATURE: _____ Date: _____

ADDRESS: _____