

Town of Lewiston  
1375 Ridge Road  
P.O. Box 330  
Lewiston, New York 14092  
(716) 754-8213  
[www.townoflewiston.com](http://www.townoflewiston.com)

**REQUEST FOR ACCESS TO PUBLIC RECORDS**

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

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

PHONE: \_\_\_\_\_

MATERIAL REQUESTED:

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

SIGNATURE OF APPLICANT: \_\_\_\_\_

COST PER PAGE: (.25¢) \_\_\_\_\_

COPIED BY: \_\_\_\_\_

DEPT(S): \_\_\_\_\_

DATE: \_\_\_\_\_

Please note: **TOWN CLERK'S OFFICE HAS FIVE (5) DAYS IN WHICH TO RESPOND THAT:**

1. Yes, information is available
2. No, information is not available (reason to be given)
3. More than five (5) days is needed to obtain the records