



Inc. Village of Island Park

APPLICATION TO EXAMINE PUBLIC RECORDS

TO: Records Access Officer
Inc. Village of Island Park
127 Long Beach Road
Island Park NY 11558

RECEIVED:

I HEREBY APPLY TO EXAMINE THE FOLLOWING RECORD(S) (List items to be examined) PURSUANT TO THE N.Y.S. FREEDOM OF INFORMATION LAW (FOIL):

- (1). _____
- (2). _____
- (3). _____

APPLICANT (PRINT)

PHONE NUMBER

REPRESENTING (PRINT)

FAX NUMBER

MAILING ADDRESS (PRINT)

CITY

STATE

ZIP

SIGNATURE

DATE

NOTE: You will be notified within five (5) business days of approval or disapproval. If approved, you will be notified of the date and time when inspection may be made or copy picked up. If you have requested only inspection and you then desire to obtain a copy, a new form will be provided and additional time may be required to fulfil your request. If disapproved, the reason will be noted below. If there is a special urgency for inspection or copy, the reason should be indicated at the bottom.

FOR VILLAGE USE ONLY

- APPROVED WITH REDACTIONS
- APPROVED
- PARTIAL APPROVAL _____
- DENIED _____
- RECORDS CANNOT BE FOUND AFTER DILIGENT SEARCH
- RECORDS ARE NOT POSSESSED OR MAINTAINED BY THE VILLAGE OF ISLAND PARK
- ADDITIONAL INFORMATION NEEDED _____
- RECEIPT OF THIS REQUEST IS ACKNOWLEDGED. THERE WILL BE A DELAY IN SUPPLYING THE REQUESTED RECORD UNTIL _____ FOR THE FOLLOWING REASON: _____
- OTHER _____

I HEREBY CERTIFY THAT ACCESS TO THE RECORDS REQUESTED ARE APPROVED AS NOTED, OR DENIED AS NOTED FOR THE REASON ABOVE.

SIGNATURE	TITLE: FREEDOM OF INFORMATION OFFICER	DATE
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YOU HAVE THE RIGHT TO APPEAL A DENIAL OF THIS APPLICATION IN WRITING TO THE VILLAGE BOARD WITHIN THIRTY (30) DAYS. IF THE BOARD FURTHER DENIES SUCH ACCESS, THE REASONS WILL BE GIVEN TO YOU IN WRITING WITHIN TEN (10) BUSINESS DAYS OF YOUR LETTER.