

FOIL REQUEST # _____

DATE: _____

**RECORDS ACCESS REQUEST
INCORPORATED VILLAGE OF NORTH HILLS**

All reasonable requests for public access to records shall be responded to within five business days of receipt of this request.

All requests should reasonably describe the record or records sought, whenever possible, please supply information regarding dates, file designations or other information that may help to describe the records sought.

If record requested is not provided, or access denied within five business days of receipt of request, this agency shall furnish a written acknowledgement of receipt of the request and a statement of the approximate date when the request will be granted or denied. Access to the record will be determined in accordance with the provisions of the Public Officers Law. Any person denied access to records may appeal within thirty days of a denial as described below.

Name of Applicant: (print) _____

Address: _____

Phone: _____ E-mail: _____

Record Request: _____

PLEASE CHOOSE: INSPECTION ONLY _____ COPIES _____ #

RECORDS ACCESS OFFICER: _____ **DATE:** _____

RECORD(S) RECEIVED BY: _____ **DATE:** _____
Signature

PLEASE PRINT: _____

FOR OFFICE USE ONLY:

Records requested are available and may be inspected on _____ at _____ AM/PM at _____ (Cost of Copies \$ _____)

Records requested are not available because:

- _____ a) they are not a public record
- _____ b) files are temporarily out of my office
- _____ c) no record of the requested material can be found
- _____ d) material has been destroyed with the Approval of the NYS Education Dept.
- _____ e) request is too vague, specific document(s) must be requested – (please see above)

Date: _____

RECORDS ACCESS OFFICER

Any person aggrieved by a determination of the Records Access Officer with respect to a request for access to records pursuant to the Freedom of Information Law may file a written appeal to the Mayor, within 10 days of the determination being appealed.

(Use supplementary sheets, if necessary)

Date

Signature