

APPLICATION FOR PUBLIC ACCESS TO VILLAGE RECORDS

TO RECORDS ACCESS OFFICER OF THE VILLAGE OF RECORDS: (THE VILLAGE CLERK, OFFICER IN CHARGE OF ALL VILLAGE RECORDS AND WHOSE JURISDICTION THIS REQUEST IS MADE.)

NAME OF AGENCY OR PERSON

VILLAGE RECORDS ARE OPEN FOR INSPECTION
MONDAY-FRIDAY FROM 8:30 am – 4:30 pm

ADDRESS OF AGENCY OR PERSON

DAYTIME TELEPHONE NUMBER

I HEARBY APPLY TO INSPECT THE FOLLOWING VILLAGE RECORD(S): _____

PURPOSE FOR WHICH RECORD IS REQUIRED: _____

PRINT NAME OF PERSON REQUESTING RECORD(S)

SIGNATURE OF PERSON REQUESTING RECORD

REPRESENTING

MAILING ADDRESS OF PERSON REQUESTING RECORDS

DATE OF REQUEST

FOR VILLAGE USE ONLY:

REQUEST APPROVED () INSPECTION ONLY () NO CHARGE FOR RECORDS () CHARGE ()

SEARCH FEE () _____ CERTIFICATION FEE () _____ REQUEST DENIED ()

FOR THE REASONS LISTED BELOW:

- | | |
|--|--|
| () Confidential Disclosure | () Part of Investigatory Files |
| () Unwarranted Invasion of Personal Privacy | () Record of Which This Agency is Legal Custodian Cannot Be Found |
| () Record Is Not Maintained by This Agency | () Exempted by Statute Other than the Freedom of Information |
| () Other _____ | |

PHOTOCOPY FEE () _____ TOTAL FEE TO BE PAID() _____

(photocopy fee 25 ¢ per page, not to exceed 11"x17")

SIGNATURE AND TITLE-VILLAGE REPRESENTATIVE

DATE

THE VILLAGE CLERK'S OFFICE HAS 5 BUSINESS DAYS IN WHICH TO RESPOND TO REQUESTS FOR VILLAGE RECORDS.

NOTICE: YOU HAVE THE RIGHT TO APPEAL A DENIAL OF THIS APPLICATION TO THE MAYOR OF THE VILLAGE WITHIN 30 DAYS OF A DENIAL HEREIN.

NAME OF AGENCY OR PERSON

ADDRESS OF AGENCY OR PERSON

WHO MUST FULLY EXPLAIN HIS REASONS FOR SUCH DENIAL IN WRITING WITHIN TEN (10) BUSINESS DAYS OF RECEIPT OF AN APPEAL OR GRANT THE APPEAL AND PROVIDE ACCESS TO RECORDS SOUGHT.

I HEARBY APPEAL TO THE MAYOR: _____ (NAME) _____ (DATE)

RULES FOR PUBLIC ACCESS TO VILLAGE RECORDS
REQUIRED BY FREEDOM OF INFORMATION LAW

Requests must be in writing on forms supplied by the Village.

Time and Place Such Records Are Available:

Village Hall
Village of West Haverstraw
130 Samsondale Avenue
West Haverstraw, N.Y. 10993

Monday – Friday, 8:30 a.m. – 4:30 p.m.

Records Access Officer and the Person(s) from Whom Such Records May Be Obtained:

Village Clerk/Deputy Village Clerk
Village of West Haverstraw
130 Samsondale Avenue
West Haverstraw, NY 10993
(845) 947-2800

Fees for Copies of Records:

Fees shall not exceed 25¢ per page for copies not exceeding 11”x17”.
All other copies will be sent and fee will be charged based on cost of such service.

Approval or Denial:

Done within 5 business day.

Appeals Must Be Made Within 30 Days of Denial To:

Mayor
Village Of West Haverstraw
130 Samsondale Avenue
West Haverstraw, NY 10993
(845) 947-2800

Records Access Officer shall immediately forward to the Committee on Open Government a copy of the Appeal when received and the ensuing determination thereon.