

FREEDOM OF INFORMATION (FOIL) REQUEST FORM

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

**VILLAGE OF UPPER NYACK
328 NORTH BROADWAY
UPPER NYACK, NY 10960**

**VILLAGE RECORDS ARE AVAILABLE FOR
INSPECTION MONDAY - FRIDAY 9 AM
UNTIL 12:00 NOON (845) 358-0084**

HEREBY REQUEST TO INSPECT THE FOLLOWING VILLAGE RECORDS(S):

(Print) Name of Person Requesting Record

Signature of Person Requesting Record(s)

Representing

Date of Request

Mailing Address of Person Requesting Records(s)

Phone Number

FOR VILLAGE AGENCY USE ONLY

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

CHARGE ()
SEARCH FEE _____
CERTIFICATION FEE _____
PHOTOCOPY FEE _____
TOTAL FEE TO BE PAID _____

REQUEST DENIED () (FOR REASON(S) CHECKED BELOW)

- () CONFIDENTIAL
- () 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 (SPECIFY) _____

SIGNATURE OF VILLAGE REPRESENTATIVE

TITLE

DATE

THE VILLAGE CLERK'S OFFICE HAS FIVE (5) WORKING DAYS IN WHICH TO RESPOND TO ALL REQUESTS FOR VILLAGE RECORDS

NOTICE: YOU HAVE A RIGHT TO APPEAL A DENIAL OF THIS APPLICATION TO THE HEAD OF THIS AGENCY

**Village of Upper Nyack
NAME OF AGENCY**

**328 North Broadway, Upper Nyack, NY 10960
BUSINESS ADDRESS**

WHO MUST FULLY EXPLAIN REASONS FOR SUCH DENIAL IN WRITING SEVEN DAYS OF RECEIPT OF AN APPEAL. I HEREBY APPEAL:

SIGNATURE

DATE