

APPLICATION FOR PUBLIC ACCESS RECORDS

To: Village Clerk's Office
Village of Quogue
Quogue, New York 11959

Date: _____

In accordance with "Freedom of Information Law" (L.1977 C.933) and the policy of the Village of Quogue, I would like to inspect and/or copy the following records. I understand that this inspection will be in the presence of the Village Clerk of the Village of Quogue or her designee. I understand that any copies of the records made for me by the Village of Quogue or by me will be at the cost of **25 CENTS PER PAGE OF COPY.**

Records Desired:

Date Requested for Inspection: _____

Time Requested for Inspection: _____

Number of People Involved: _____

Signed: _____

Representing: _____

Mailing Address: _____

.....
FOR VILLAGE USE ONLY

APPROVED: _____

DENIED: _____ (For reasons checked below)

- Confidential Disclosure
- Unwarranted Invasion of Personal Privacy
- Record of Which This Village is Legal Custodian Cannot Be Found
- Record is not Maintained By This Village
- Exempted by Statute Other than the Freedom Of Information Act
- Part of Investigatory Files
- Other (Specify) _____

Signature

Title

Date

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

I HEREBY APPEAL: _____ DATE: _____
SIGNATURE