

APPLICATION FOR PUBLIC ACCESS TO RECORDS

TO: RECORDS ACCESS OFFICER
INC. VILLAGE OF CEDARHURST
200 CEDARHURST AVENUE
CEDARHURST, NY 11516

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD FOR:

Address: _____

Section: _____ Block: _____ Lot: _____

Reason For Request: _____

Name: _____ Contact #: _____

Email: _____

Signature: _____ Date: _____

Representing: _____

Mailing Address: _____

FOR AGENCY USE ONLY

Approved _____

Denied (For reason(s) check 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 Act
- Other (Specify) _____

Signature: _____ Title: _____ Date: _____

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

WHO MUST FULLY EXPLAIN HIS REASONS FOR SUCH DENIAL IN WRITING SEVEN DAYS OF
RECEIPT OF AN APPEAL

I HEREBY APPEAL: _____ DATE: _____