

APPLICATION FOR PUBLIC RECORDS

To: Records Access Officer

Name of Agency (circle one): Hewlett Bay Park Hewlett Neck Woodsburgh

30 Piermont Ave, Hewlett, New York 11557

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORDS: _____

Sec _____ Block _____ Lot _____

Copy of Plans Copy of Certificates Copy of Documents Copy of Plans View only

(Check all that apply)

Print Name: _____ Date: _____

Signature: _____ Representing: _____

Mailing Address

FOR AGENCY USE ONLY
(DO NOT WRITE BELOW)

APPROVED _____

DENIED (For reason(s) checked below)

_____ Confidential Disclosure _____ Part of Investigatory File

_____ Unwanted 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 THE RIGHT TO APPEAL A DENIAL OF THIS APPLICATION TO THE HEAD OF THIS AGENCY

Name

Business Address

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

I HEARBY APPEAL: