

VILLAGE OF NEW HEMPSTEAD
108 Old Schoolhouse Road
New City, NY 10956

APPLICATION FOR PUBLIC ACCESS TO VILLAGE RECORDS

Village records are open for inspection:
Monday – Friday from 9:00 am to 4:00 pm

TO RECORDS ACCESS OFFICER OF THE VILLAGE: (VILLAGE CLERK, OFFICER IN CHARGE OF ALL VILLAGE RECORDS).

Date of Request: _____

Name of Board or Department from which records are requested _____

Purpose for which record(s) are requested: _____

I hereby apply to inspect the following Village Records: _____

Print name of person requesting record(s)

Signature of person requesting record (s)

Telephone # of person Requesting record(s)

Representing (self, company etc.)

Mailing address of person requesting record(s)

Request approved: yes No

Fee Charged: _____

Request Denied for the reason (s) checked below:

- () Confidential Disclosure
- () Unwarranted invasion of personal privacy
- () Record is not maintained by this agency

- () Part of Investigatory files
- () Record of which this agency is legal custodian cannot be found
- () Exempted by statute other than the Freedom of information.

() Other (Specify) _____

Signature of Village Representative / Title/Date

The Village Clerk's office has 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 the Board or Department From which record(s) were requested, who must fully explain his reasons for such denial in writing seven days of receipt of an application.