

INCORPORATED VILLAGE OF PLANDOME - F.O.I.L. FORM

RECORDS ACCESS REQUEST §89(3)(a) REQUEST SUBMITTED \_\_\_ FAX \_\_\_ EMAIL DATE \_\_\_\_\_

All reasonable requests for public access to records shall be acknowledged within five business days of receipt of this request. All requests should reasonably describe the record or records sought, whenever possible, please supply information regarding dates, file designations or other information that may help to describe the records sought.

If record requested is not provided, or access denied within five business days of receipt of request, this agency shall furnish a written acknowledgement of receipt of the request and a statement of the approximate date when the request will be granted or denied. (Law allows up to 20 business days to fulfill records requested.) Access to the record will be determined in accordance with the provisions of the Public Officers Law. Any person denied access to records may appeal within thirty days of a denial as described below.

P  
R  
I  
N  
T  
  
C  
L  
E  
A  
R  
L  
Y  
  
O  
F  
F  
I  
C  
E  
  
C  
O  
M  
P  
L  
E  
T  
E  
S

Name of Applicant/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_ Date: \_\_\_\_\_

Record Request: \_\_\_\_\_

PLEASE CHOOSE: INSPECTION ONLY \_\_\_\_\_ -or- COPIES \_\_\_\_\_ (oversized documents are sent out for copying, requestor will pay directly upon pick up at printer.)

Records requested are available and may be inspected on \_\_\_\_\_ at \_\_\_\_\_ AM/PM at the Clerk's Office, Plandome Village Hall, 65 South Drive, Plandome. Cost of Copies \$ \_\_\_\_\_ -or- N/A \_\_\_\_\_

*\* if records are not reviewed within 72 hours of notification, the request will be closed, a new F.O.I.L. form can be submitted and the process restarts.*

Records requested are not available because:

- \_\_\_ a) they are not a public record. \_\_\_ b) files are temporarily out of office. \_\_\_ c) no record can be found
- \_\_\_ d) material has been destroyed with the Approval of New York State
- \_\_\_ e) request is too vague, specific document(s) must be requested. See above, and clarify request.

Date: \_\_\_\_\_  
\_\_\_\_\_  
Records Access Officer

RECORD RECEIVED BY: \_\_\_\_\_  
Signature \_\_\_\_\_ Print Name/Date \_\_\_\_\_

Any person aggrieved by a determination of the Records Access Officer with respect to a request for access to records pursuant to the Freedom of Information Law may file a written appeal to the Mayor, within 10 days of the determination being appealed. (Use supplementary sheets, if necessary).

\_\_\_\_\_  
Date \_\_\_\_\_ Signature \_\_\_\_\_