

Inc. Village of New Hyde Park
Application for Public Access to Records
Freedom of Information Request

As per Article 6 of the Public officers Law, all requests will be answered within 5 days unless otherwise notified. After notification of approval records will be made available in a reasonable amount of time if availability is not stated in the notification.

There will be a .25 per page charge for copies. For these documents larger than 8 ½ x 14 or for reproducing photographs, maps, plans, etc., the actual cost of reproduction will be charged.

To: Record Access Officer

Inc. Village of New Hyde Park
1420 Jericho Turnpike
New Hyde Park, NY 11040

Date: _____

Building Department Request (Yes/No) _____

If request for Building Department files or records provide the following:

Property Address: _____

Section: _____ Block: _____ Lot(s): _____

I hereby apply to inspect the following records or documents.

Please describe fully. Be very specific. A reason for denial will be a non-specific request that cannot be understood. If more space is needed attach additional sheets.

Request made by: (Please Print) _____

Signature: _____ Date: _____

Representing: _____ Phone #: _____

Mailing Address: _____

For Agency Use Only

Approved: _____ Denied: _____

Record of which this agency is Legal Custodian cannot be found: _____

Record is not maintained by the Agency: _____

Signature: _____

Records Access Officer-Date: _____

TO THE PERSON REQUESTING THE RECORD(S):

You have the right to appeal a denial of this application to the head of this agency who must fully explain his reason for such denial in writing within ten (10) days of receipt of an appeal.

Signature: _____

Print Name: _____ Date: _____

ACCESS TO PUBLIC RECORDS
Article 6 of the Public Officers Law State of New York
Notice

The Village Clerk, Deputy Village Clerk or their designee will be the only officials who will entertain applications under the Freedom of Information Law (Access to Public Records.)

Any person requesting copies of records must state on the application in detail the following:

1. Full description of record requested.
2. Time and period of record, if applicable.
3. Number of copies of record requested.
4. Name of person or agency for whom the records are being requested.
5. Name and address of person making the request for records.
6. Signature of applicant required on the application, otherwise the request will not be processed.

Within five (5) days of request, applicant may call the Village Office to see if:

1. Records are available, or
2. Approximate date records will be available by the Records Access Officer, or
3. Request has been denied and reason for such denial

No person will receive or review any copies of requested material without first making payment in full for such copies at the fee twenty-five cents (.25) per sheet or actual cost of reproduction if size is exceeded.

Record Access Officer and Village Clerk

Deputy Records Access Officer and Deputy Village Clerk