

# INCORPORATED VILLAGE OF ROSLYN

1200 OLD NORTHERN BOULEVARD, ROSLYN, NEW YORK 11576

Telephone 516-621-1961 ◊ Facsimile 516-621-3318

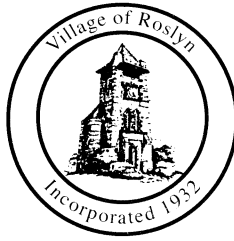
www.historicroslyn.org

MAYOR

John Durkin

DEPUTY MAYOR

Marshall E. Bernstein



TRUSTEES

Marta Genovese

Craig Westergard

Sarah Oral

## RECORDS ACCESS REQUEST

Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

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

Telephone No: \_\_\_\_\_

Representing: \_\_\_\_\_

**IMPORTANT: REQUESTS FOR PROPERTY RECORDS REQUIRE THE FOLLOWING:**

Street Address \_\_\_\_\_ Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

List specific records requested and number of copies, if applicable

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

**NOTE:** If records are current and readily available, a charge of \$.25 per copy, not exceeding 9" x 11", is applicable to be paid in advance. A charge of \$.50 is applicable for a 9" x 14".

In order to preserve the orderly administration of governmental operations, if a detailed search or supervision is determined to be necessary, the Records Access Officer reserves the right to limit the clerical search or supervision of records search to specified hours within and during regular business hours.

For information on properties within the Village, Section, Block and Lot Numbers must be shown.

Reply to your request will be received within five (5) working days.

*(Must be completed in ink)*

FOR AGENCY USE ONLY

APPROVED:

DENIED (for the reason(s) checked below)

- Confidential Disclosure
- 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
- Parts of Investigatory files
- Other \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Notice: You have a right to appeal a denial of this application to the head of the agency.

I hereby Appeal:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Address