



VILLAGE OF SAGAPONACK

PO Box 600
3175 Montauk Highway
Sagaponack, NY 11962
www.sagaponackvillage.org
631-537-0017 631-537-0612 (FAX)

APPLICATION FOR ACCESS TO PUBLIC RECORDS

SECTION 1 – TO BE COMPLETED BY APPLICANT

Date: _____

❖ **I hereby apply to review or copy the record (s) described below:**

Name of Applicant: _____ Tel No. _____

FAX No. _____ EMAIL: _____

Street and Mailing Address: _____

Name of Business (if applicable): _____ Tel No. _____

Address of Business: _____

Signature of Applicant: _____

DESCRIPTION OF RECORD(S) SOUGHT:

Please describe the record(s) sought in specific detail (if applicable, please include dates, tax map number, file title, and any other information that will help locate the record desired). If you fail to do so, your request may be denied. The Freedom of Information Law is designed to provide access to records, not information. It is not a vehicle to question government officials or employees.

By signing this application, the applicant agrees that the record(s) requested shall not be utilized in any matter tending to constitute an unwarranted invasion of personal privacy. It is further agreed to indemnify and hold the Village of Sagaponack harmless from any claim arising from any such unauthorized use of the record(s) requested.

If I desire copies of these records sought I hereby agree to pay the statutory fee (\$.25/page – Building Permit, CO or CC and \$10.00 for Certification of Records.) Documents to be copied Yes No

***You have the right to appeal a denial of this application in writing to the Village Clerk within thirty (30) days of the denial. ***

SECTION 2 – THIS SECTION IS TO BE COMPLETED BY THE FREEDOM OF INFORMATION OFFICER

Receipt of this request is acknowledged. You will receive a response as quickly as possible.

PLEASE NOTE: FOIL requires that an agency respond to the original request within five (5) business days. There is no specific time limit to produce the documents.

Information Officer: _____ Title: _____

Date of Receipt of FOIL: _____

APPROVED _____

DENIED _____

REASON FOR DENIAL:

- Exempt by state or federal statute
- Would impair present or imminent contract awards or collective bargaining negotiations
- Documents are not reasonably described
- Documents are not maintained by this agency
- Other _____
- Unwarranted Invasion of Privacy
- Are inter-agency or intra-agency materials that are not statistical or factual tabulations or data, instructions to staff that affect the public, final agency policy or determinations, or external audits