



Inc. Village of Lynbrook

APPLICATION TO EXAMINE PUBLIC RECORDS

TO: Records Access Officer
Inc. Village of Lynbrook
One Columbus Drive
Lynbrook, NY 11563

RECEIVED:

I HEREBY APPLY TO EXAMINE THE FOLLOWING RECORD(S) (List items to be examined) PURSUANT TO THE N.Y.S. FREEDOM OF INFORMATION LAW (FOIL):

(1) _____

(2) _____

(3) _____

APPLICANT (PRINT)

PHONE NUMBER

REPRESENTING (PRINT)

FAX NUMBER

MAILING ADDRESS (PRINT)

CITY

STATE

ZIP

SIGNATURE

DATE

FOR VILLAGE USE ONLY

- APPROVED WITH REDACTIONS
- APPROVED
- PARTIAL APPROVAL _____
- DENIED _____
- RECORD CANNOT BE FOUND AFTER DILIGENT SEARCH
- RECORDS ARE NOT POSSESSED OR MAINTAINED BY THE VILLAGE OF LYNBROOK
- ADDITIONAL INFORMATION NEEDED _____
- RECEIPT OF THIS REQUEST IS ACKNOWLEDGED. THERE WILL BE A DELAY IN SUPPLYING THE REQUESTED RECORD UNTIL _____ FOR THE FOLLOWING REASON:

- OTHER _____

I HEREBY CERTIFY THAT ACCESS TO THE RECORDS REQUESTED ARE APPROVED AS NOTED, OR DENIED AS NOTED FOR THE REASON ABOVE.

SIGNATURE	TITLE: FREEDOM OF INFORMATION OFFICER	DATE
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YOU HAVE THE RIGHT TO APPEAL A DENIAL OF THIS APPLICATION IN WRITING TO MAYOR HENDRICK, INC. VILLAGE OF LYNBROOK, 1 COLUMBUS DRIVE, LYNBROOK, NY 11563 WITHIN 30 DAYS OF THE DENIAL. THE CONTACTED PERSON MUST RESPOND TO YOU IN WRITING WITHIN TEN BUSINESS DAYS OF RECEIPT OF YOUR APPEAL.