

**INCORPORATED VILLAGE OF HEMPSTEAD**

**Application for Public Access to Records**

TO: Records Access Officer  
Incorporated Village of Hempstead  
99 James A. Garner Way  
Hempstead, N.Y. 11550  
Fax (516) 478-6599

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD(S):

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

REASON FOR INSPECTION OF RECORD(S):

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Print Address: \_\_\_\_\_ Town/Village: \_\_\_\_\_  
Print Representing Agency: \_\_\_\_\_ Date \_\_\_\_\_ Phone: \_\_\_\_\_

**FOR VILLAGE USE ONLY**

**APPROVED:** \_\_\_\_\_

**Department File**

DENIED (for the reason(s) checked below)

\_\_\_\_\_

\_\_\_\_\_ Confidential

\_\_\_\_\_ Unwarranted invasion of personal privacy

\_\_\_\_\_ Record of which this village is legal custodian cannot be found

\_\_\_\_\_ Record is not maintained by this village

\_\_\_\_\_ Exempted by stature other than the Freedom of Information Act

\_\_\_\_\_ Other (specify)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

NOTICE: You have a right to appeal a denial of this application to the head of this village.

Print Name: \_\_\_\_\_ Print Address: \_\_\_\_\_

Who must fully explain his reasons for such denial in writing seven (7) days of receipt of an appeal.

I hereby appeal:

\_\_\_\_\_  
Signature

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

