

# Village of Great Neck

## APPLICATION FOR PUBLIC ACCESS TO RECORDS



TO: Records Access Officer  
Incorporated Village of Great Neck  
61 Baker Hill Road  
Great Neck, NY, 11023

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD:

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SIGNATURE

PRINT NAME

MAILING ADDRESS

REPRESENTING

### FOR VILLAGE USE ONLY

\_\_\_\_\_ Approved      Inspection Date \_\_\_\_\_      Department File \_\_\_\_\_

\_\_\_\_\_ Denied – For the reason(s) checked below:

\_\_\_\_\_ Confidential Disclosure      \_\_\_\_\_ Part of Investigatory Files

\_\_\_\_\_ Record Not Maintained by Village Hall      \_\_\_\_\_ Unwarranted Invasion of Personal Privacy

\_\_\_\_\_ Exempted by Statute Other than the Freedom of Information Act

\_\_\_\_\_ Record of which this Village is Legal Custodian Cannot be found

\_\_\_\_\_ Other (Specify) \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Notice:** You have a right to appeal a denial of this application to the Head of the Village,

NAME

ADDRESS

Who Must Fully Explain His/her Reasons for Denial in Writing Within 7 days of Receipt of Appeal:

Signature

Date