

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, New York 11023

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD:

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Signature \_\_\_\_\_ Print Name \_\_\_\_\_

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

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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.

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NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

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

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SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_