

INCORPORATED VILLAGE OF PLANDOME MANOR APPLICATION FOR PUBLIC ACCESS TO RECORDS

Records Access Officer
Incorporated Village of Plandome Manor
55 Manhasset Avenue
Plandome Manor, NY 11030

EMAIL THIS FORM TO: clerk@plandomemanor.ny.gov

I hereby apply to inspect the following records:

for (ADDRESS) _____, Plandome Manor, NY 11030

REQUESTER'S CONTACT INFORMATION:

Print Name

Signature

Print Representing Agency

Date

Print Street Address

Town or Village

Telephone number

Email address

VILLAGE USE ONLY

Approved: _____

Denied (for reason(s) checked below)

_____ Confidential

_____ Unwarranted invasion of personal privacy

_____ Record of which this village's legal custodian cannot be found

_____ Record is not maintained by this village

_____ Exempt by status 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 who must fully explain his reasons for such denial in writing within seven (7) days of receipt of an appeal.

Print Name

Print Address

I hereby appeal:

Signature

Date