APPLICATION FOR PUBLIC ACCESS TO RECORDS

SECTION 1 - TO BE COMPLETED BY APPLICANT

Date of Application: ___________ Name of Applicant:______________________________

Name of Client Represented:_____________________________________________________

Applicant’s Street Address: ____________________________ City:______________ State: ___ Zip: _____

Telephone #: ______________ Fax #: _____________ Email: _________________________

Signature of Applicant: _________________________________________________________

I HEREBY APPLY TO REVIEW OR COPY THE RECORD(S) DESCRIBED BELOW:

Property Address & Tax Map No.: ______________________________

Property Owner:______________________________________________________________

DESCRIPTION OF RECORD(s) SOUGHT TO INSPECT: (Please describe the record(s) sought in as specific detail as possible.

_________________________________________________________________________

Under the Freedom of Information Law the Incorporated Village of Port Jefferson is required to supply documents, NOT INFORMATION. It is not a vehicle to question government officials or employees.

FEES: If I desire copies of the records sought I hereby agree to pay the statutory fee (Cost of reproduction: $.25 per page or $5.00 per copy of plans; plus postage if applicable). In those instances in which substantial time is needed to prepare a copy, Public Officer’s law, Article 6, Sections 84-90 permits an agency to charge a minimal research fee of $25.00/HR for every hour over the two hours permitted by the legislation.

Documents to be copied: YES: ______ NO: ______

SECTION 2 - TO BE COMPLETED BY AGENCY FREEDOM OF INFORMATION OFFICER

Receipt of this request is acknowledged. You will receive a response as quickly as possible. Please allow twenty (20) business days for processing before contacting this office. A copy of this form is being mailed to you indicating your request is being processed.

PLEASE NOTE: The Public Officer’s Law requires that a municipality respond to this original request within five (5) business days. THERE IS NO SPECIFIC TIME LIMIT, HOWEVER, AS TO THE TIME TO PRODUCE THE DOCUMENTS.

INFORMATION OFFICER’S SIGNATURE ___________ TITLE ___________ DATE ___________

SECTION 3 - NOTICE TO APPLICANT

You have a right to appeal a denial of this application in writing to the Office of the Village Clerk/Administrator, Incorporated Village of Port Jefferson, 121 West Broadway, Port Jefferson, New York 11777 - (631) 473-4724 within thirty (30) days of the denial. The Village Clerk/Administrator will respond to you in writing within ten (10) business days of receipt of your appeal.
RECORDS AVAILABLE:

_______ The records have been fully/partially provided. (SEE ATTACHED)

_______ Records cannot be found after diligent search.

_______ Records not possessed by this agency.

_______ Municipalities are not required to respond to questions or inquiries - only to provide documents.

_______ There are no known documents that are responsive to your request.

RECORDS PROVIDED:
The documents(s) you requested are available. The cost of reproduction is $______. Please send check or money order payable to the Incorporated Village of Port Jefferson, 121 West Broadway, Port Jefferson, New York 11777, Attention: Village Clerk/Administrator, or call Robert Juliano, Village Clerk/Administrator at (631) 473-4724 to schedule arrangement for pick-up.

RECORDS DENIED:
I hereby certify that access to the records or part of the records requested has been denied to the applicant for the reasons checked below.

_____ Specifically exempt by state or federal statute

_____ Unwarranted invasion of personal privacy

_____ Would impair present or imminent contract awards or collective bargaining negotiations

_____ Are trade secrets

_____ Are inter-agency or intra-agency materials that are not:

_____ Statistical or factual tabulations or data

_____ Instruction to staff that affect the public

_____ Final Agency policy or determinations, or

_____ External audits, including but not limited to audits performed by the Comptroller and the Federal Government

_____ Does not reasonably describe the documents

_____ Complainant's name cannot be disclosed pursuant to the Public Officers Law Article 6, Sec. 89-2(a).

_____ Would endanger the life of any person

_____ Are compiled for law enforcement purposes and which if disclosed would:

_____ Interfere with law enforcement investigations or judicial proceedings

_____ Deprive a person of the right to a fair trial or impartial adjudication

_____ Identify a confidential source or disclose confidential information relating to a criminal investigation, or

_____ Reveal criminal investigative techniques or procedures except routine techniques and procedures

_____ Are computer access codes

INFORMATION OFFICER'S SIGNATURE _______________________________ TITI F __________________________ DATE __________________________