



# Incorporated Village of Lake Grove

980 HAWKINS AVE., PO BOX 708, LAKE GROVE, NY 11755-0708  
PHONE 631.585.2000 FAX 631.585.2039

## APPLICATION FOR PUBLIC ACCESS TO RECORDS Freedom of Information

Date \_\_\_\_\_

RECORDS ACCESS OFFICER  
980 Hawkins Avenue  
P.O. Box 708  
Lake Grove, New York 11755

Applicant Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

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

I hereby apply to inspect \_\_\_\_\_ obtain \_\_\_\_\_ copies of the following records:

\_\_\_\_\_  
Signature

### **FOR USE BY VILLAGE CLERK'S OFFICE ONLY**

\_\_\_\_ APPROVED

\_\_\_\_ DENIED for reason(s) checked below:

- \_\_\_\_ Confidential Disclosure
- \_\_\_\_ Unwarranted Invasion of Personal Privacy
- \_\_\_\_ Part of Investigatory Files
- \_\_\_\_ Record of which Village is legal custodian cannot be found
- \_\_\_\_ Record is not maintained by Village
- \_\_\_\_ Exempted by Statute other than the Freedom of Information Act
- \_\_\_\_ Other (specify) \_\_\_\_\_

\_\_\_\_ Receipt of this request is acknowledged. There will be a delay in supplying the requested record until \_\_\_\_\_ for the following reasons:  
\_\_\_\_\_

\_\_\_\_\_  
Signature/Title  
Freedom of Information Officer

Notice to Applicant: You have a right to appeal a denial of this application in writing to the office of the Village Clerk, Inc. Village of Lake Grove, P.O. Box 708, Lake Grove, New York 11755 (631) 585-2000 within 30 days of the denial. The Village Clerk will respond to you in writing within seven business days of receipt of your appeal.