

# 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 Law Application (F.O.I.L.)

MAYOR  
ROBERT J. SCOTTALINE  
TRUSTEES  
RICHARD J. COHEN  
JOHN G. PETERSON  
FELIX WIENCLAW  
RICHARD KICK

**Complete and submit to:**  
RECORDS ACCESS OFFICER  
980 Hawkins Avenue  
P.O. Box 708  
Lake Grove, New York 11755  
info@lakegroveny.gov  
Fax: 631-981-0965

Date \_\_\_\_\_

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

Applicant's Mailing Address: \_\_\_\_\_

I hereby apply to (please check one) \_\_\_\_\_ inspect \_\_\_\_\_ obtain a copy of the following records:

DESCRIPTION OF RECORDS SOUGHT:

Property Address: \_\_\_\_\_

Record(s) Requested: \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

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### 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 the Village
- \_\_\_\_ Exempted by Statue other than the Freedom of Information Act
- \_\_\_\_ Other (specify)

\_\_\_\_ Receipt of this request is acknowledged. There will be a delay in supplying the requested records 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 days of receipt of your appeal.