

FOIL REQUEST # \_\_\_\_\_

DATE: \_\_\_\_\_

**RECORDS ACCESS REQUEST  
INCORPORATED VILLAGE OF NORTH HILLS**

All reasonable requests for public access to records shall be responded to within five business days of receipt of this request. Please e-mail to [foil@northhillsny.gov](mailto:foil@northhillsny.gov).

All requests should reasonably describe the record or records sought. Whenever possible, please supply information regarding dates, file designations or other information that may help to describe the records sought.

If the record requested is not provided, or access is denied within five business days of receipt of the request, this agency shall furnish a written acknowledgement of receipt of the request and a statement of the approximate date when the request will be granted or denied. Access to the record will be determined in accordance with the provisions of the Public Officers Law. Any person denied access to records may appeal within thirty days of a denial as described below.

Name of Applicant: (print) \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Record Request: \_\_\_\_\_

PLEASE CHOOSE: INSPECTION ONLY \_\_\_\_\_ COPIES \_\_\_\_\_ #

RECORDS ACCESS OFFICER: \_\_\_\_\_ DATE: \_\_\_\_\_

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RECORD(S) RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Signature

PLEASE PRINT: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Records requested are available and may be inspected on \_\_\_\_\_ at \_\_\_\_\_ AM/PM at \_\_\_\_\_  
(Cost of Copies \$ \_\_\_\_\_)

Records requested are not available because:

- \_\_\_\_\_ a) they are not a public record
- \_\_\_\_\_ b) files are temporarily out of my office
- \_\_\_\_\_ c) no record of the requested material can be found
- \_\_\_\_\_ d) material has been destroyed with the Approval of the NYS Education Dept.
- \_\_\_\_\_ e) request is too vague, specific document(s) must be requested – (please see above)

Date: \_\_\_\_\_

\_\_\_\_\_  
**RECORDS ACCESS OFFICER**

Any person aggrieved by a determination of the Records Access Officer with respect to a request for access to records pursuant to the Freedom of Information Law may file a written appeal to the Mayor, within 10 days of the determination being appealed.

(Use supplementary sheets, if necessary)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature