



Village of Head of the Harbor

Freedom of Information Act Request (F.O.I.A.)

Records Access Officer
500 North Country Rd.
St. James, NY 11780

Tel.: (631) 584-5550 Fax: (631) 862 - 1417

APPLICATION FOR PUBLIC ACCESS TO RECORDS

PLEASE TYPE OR PRINT CLEARLY

SECTION 1 - TO BE COMPLETED BY APPLICANT

I HEREBY APPLY TO REVIEW OR COPY THE RECORD(S) DESCRIBED BELOW. (ONLY ONE SUBJECT MATTER / REQUEST PER FORM.)

Form with fields: Name of Applicant, Name of Client Represented, Business Firm, Street Address of Applicant / Business Firm, Telephone & Fax Numbers, City, State, Zip Code, E-Mail Address, Signature of Applicant / Date of Application

DESCRIPTION OF RECORDS SOUGHT:

Please describe the records sought in specific detail. For documents relating to properties, please include the Suffolk County Tax Map number &/or street address. NOTE: Under the Freedom of Information Law, the Village of Head of the Harbor is not required to create a new record.

Empty text area for description of records sought.

PLEASE INDICATE: I desire: [ ] to inspect the records. I desire: [ ] copies of the records. NOTE: Cost of reproduction is \$.25 per page or standard cost of copies of documents in excess of 8-1/2" x 14" in addition to associated charges for document conveyance.

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

This letter serves to acknowledge the Village's receipt of your FOIL request dated \_\_\_\_\_ received in this office \_\_\_\_\_. A determination regarding the grant or denial of your request will be made within twenty business days from the date of this acknowledgment. A copy of this form / other acknowledgement letter (circle one) is being hand delivered / mailed / e-mailed / faxed (circle one) to you to indicate receipt of your request. PLEASE NOTE: The Freedom of Information 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.

ACCESS OFFICER'S SIGNATURE, TITLE, DATE

SECTION 3 - APPLICATION DISPOSITION (TO BE COMPLETED BY AGENCY FREEDOM OF INFORMATION OFFICER)

REQUEST CANNOT BE COMPLETED: [ ] Does not reasonably describe the documents [ ] Records cannot be found after a diligent search [ ] Application is not a request for existing documents [ ] Records not possessed by this agency

REQUEST APPROVED / COMPLETION DATE: [ ] The document(s) you requested are available. Please call (631) 584-5550 to arrange an appointment to review the records. [ ] Village staff is reviewing the files for those records that are subject to disclosure and anticipates providing you with all or some of the records on or about \_\_\_\_\_. [ ] The document(s) you requested are available. The cost of reproduction is \$ \_\_\_\_\_. Please send a check or money order payable to the Village of Head of the Harbor

REQUEST DENIED: [ ] Specifically exempt by state or feral statute [ ] Unwarranted invasion of personal privacy [ ] Would impair present or imminent contract [ ] awards or collective bargaining negotiations [ ] Are trade secrets [ ] Could endanger the life or safety of any person [ ] Are computer access codes [ ] 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 [ ] Are compiled for law enforcement purposes and which if disclosed would: [ ] interfere with law enforcement investigation 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

NOTICE TO APPLICANT:

You have a right to appeal a denial of this application in writing within thirty (30) days of denial to the Village Board, 500 North Country Rd., St. James, NY 11780. The Village Board will respond to you in writing within seven (7) business days of the receipt of your appeal. Rev. 01/2022