



INCORPORATED VILLAGE OF PORT JEFFERSON

121 West Broadway, Port Jefferson, NY 11777

(631)473-4792 www.portjeffny.gov

FREEDOM OF INFORMATION LAW (FOIL) 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 #: _____ Email: _____

Signature of Applicant: _____

I understand that false statements made herein are punishable as a Class A misdemeanor pursuant to §210.45 of the New York State Penal Law. _____ Read and acknowledged

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 copies of existing 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) 473-4792 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 or Administrator at (631) 473-4792 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

TITLE

DATE