

TO RECORDS ACCESS OFFICER OF THE VILLAGE: (THE VILLAGE CLERK,
OFFICER IN CHARGE OF ALL RECORDS AND WHOSE JURISDICTION THIS
REQUEST IS MADE)

VILLAGE OF GRAND VIEW
118 RIVER ROAD
GRAND VIEW, NY 10960

VILLAGE RECORDS ARE AVAILABLE
FOR INSPECTION: MONDAY 4-7 PM
TUESDAY THROUGH THURSDAY 9-12

COMPLETE QUESTIONS 1 & 2, SIGN AND DATE FORM

1. I HEREBY REQUEST TO INSPECT THE FOLLOWING VILLAGE RECORD(S):

2. PURPOSE FOR WHICH RECORD IS REQUIRED:

Print Name of Person Requesting Record:

Signature of Person Requesting Record:

Representing: Date:

Mailing Address:

FOR VILLAGE AGENCY USE ONLY

REQUEST APPROVED () NO CHARGE FOR RECORD () CHARGE ()
INSPECTION ONLY () RECORDS RETURNED ()

REQUEST DENIED () (FOR REASON(S) CHECKED BELOW) SEARCH FEE ()
CERTIFICATION FEE ()
PHOTOCOPY FEE ()
TOTAL FEE TO ()
BE PAID

- () CONFIDENTIAL
() PART OF INVESTIGATORY FILES
() UNWARRANTED INVASION OF PERSONAL PRIVACY
() RECORD OF WHICH THIS AGENCY IS LEGAL CUSTODIAN
CANNOT BE FOUND
() RECORD IS NOT MAINTAINED BY THIS AGENCY
() EXEMPTED BY STATUTE OTHER THAN THE FREEDOM OF INFORMATION
() OTHER (SPECIFY) _____

SIGNATURE OF VILLAGE REPRESENTATIVE TITLE DATE

THE VILLAGE CLERK'S OFFICE HAS FIVE (5) WORKING DAYS IN WHICH TO RESPOND TO
ALL REQUESTS FOR VILLAGE RECORDS

NOTICE: YOU HAVE A RIGHT TO APPEAL A DENIAL OF THIS APPLICATION TO THE
HEAD OF THIS AGENCY

Village of Grand View
NAME OF AGENCY

118 River Rd., Grand View, NY 10960
BUSINESS ADDRESS

WHO MUST FULLY EXPLAIN REASONS FOR SUCH DENIAL IN WRITING SEVEN DAYS OF
RECEIPT OF AN APPEAL. I HEREBY APPEAL:

SIGNATURE

DATE