

INCORPORATED VILLAGE OF BAYVILLE

APPLICATION FOR PUBLIC ACCESS TO RECORDS

RECORDS OFFICER
INCORPORATED VILLAGE OF BAYVILLE
34 SCHOOL STREET
BAYVILLE, NEW YORK 11709

Print Applicant's Name

Applicant's Signature (ELECTRONIC, DIGITAL, OR HANDWRITTEN)

Street Address

Representing

City, State, Zip

Phone Number (Required)

Fax Number (Optional)

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD:

Section: _____ Block: _____ Lot(s): _____ Description of documents requested:

I CERTIFY THAT THE PURPOSE OF THE EXAMINATION IS NOT TO OBTAIN NAMES AND ADDRESSES FOR COMMERCIAL OR FUND-RAISING PURPOSES.

APPLICANT'S SIGNATURE: _____ DATE: _____

PRINT APPLICANT'S NAME: _____

FOR VILLAGE USE ONLY

- ☐ APPROVED – record will be made available on or about _____
- ☐ DENIED – for the reason(s) checked below: ☐ Mark here to indicate GovWell has been checked.
- ____ Exempted from disclosure by state or federal statute.
- ____ Disclosure would result in an unwarranted invasion of personal privacy.
- ____ Disclosure would impair contract awards of collective bargaining agreements.
- ____ Are trade secrets or sensitive commercial information and disclosure would cause substantial injury to the competitive position of the subject enterprise.
- ____ Are compiled for law enforcement purposes and disclosure would interfere with law enforcement investigations or judicial proceedings; deprive a person of a right to a fair trial or impartial adjudication; disclose confidential information relating to a criminal investigation; or reveal criminal investigative techniques or procedures.
- ____ Disclosure would endanger the life or safety of any person.
- ____ Are inter-agency or intra-agency communications.
- ____ External audits.
- ____ Disclosure would jeopardize agency capacity to guarantee the security of its information technology assets.
- ____ Are photographs, microphotographs, videotapes or other recorded images prepared under VTL § 1111-a
- ____ Other:

Authorized Signature

Title

Date

(ELECTRONIC, DIGITAL, OR HANDWRITTEN)

NOTICE: You have the right to appeal any denial of this application to the Mayor of the Incorporated Village of Bayville, 34 School Street, Bayville, New York 11709