

Incorporated Village of Lake Grove

980 HAWKINS AVE., PO BOX 708, LAKE GROVE, NY 11755-0708
PHONE 631.585-2000 FAX 631.585.2039



APPLICATION FOR PUBLIC ACCESS TO RECORDS Freedom of Information Law Application (F.O.I.L.)

MAYOR
ROBERT J. SCOTTALINE
TRUSTEES
RICHARD J. COHEN
JOHN G. PETERSON
FELIX WIENCLAW
RICHARD KICK

Complete and submit to:
RECORDS ACCESS OFFICER
980 Hawkins Avenue
P.O. Box 708
Lake Grove, New York 11755
info@lakegroveny.gov
Fax: 631-981-0965

Date _____

Applicant Name: _____ Telephone Number: _____

Applicant's Mailing Address: _____

I hereby apply to (please check one) _____ inspect _____ obtain a copy of the following records:

DESCRIPTION OF RECORDS SOUGHT:

Property Address: _____

Record(s) Requested: _____

Signature of Applicant _____

FOR USE BY VILLAGE CLERK'S OFFICE ONLY

____ APPROVED

____ DENIED for reason(s) checked below:

- ____ Confidential Disclosure
- ____ Unwarranted Invasion of Personal Privacy
- ____ Part of Investigatory Files
- ____ Record of which Village is legal custodian cannot be found
- ____ Record is not maintained by the Village
- ____ Exempted by Statute other than the Freedom of Information Act
- ____ Other (specify)

____ Receipt of this request is acknowledged. There will be a delay in supplying the requested records until _____

for the following reasons: _____

Signature/Title

Freedom of Information Officer

Notice to Applicant: You have a right to appeal a denial of this application in writing to the office of the Village Clerk, Inc. Village of Lake Grove, P.O. Box 708, Lake Grove, New York 11755 (631) 585-2000 within 30 days of the denial. The Village Clerk will respond to you in writing within seven days of receipt of your appeal.