INCORPORATED VILLAGE OF SAG HARBOR

FREEDOM OF INFORMATION ACT
APPLICATION FOR ACCESS TO PUBLIC RECORDS
VERSION 4.0

I HEREBY APPLY TO ☐ **INSPECT** ☐ **COPY** **THE RECORD(S) DESCRIBED BELOW:**

Send to:　　Village of Sag Harbor
　　　　　　P.O. Box 660
　　　　　　Sag Harbor, N.Y. 11963

Name of Applicant:			Date of Application:
First	*Middle*	*Last*	*(mm / dd / yyyy)*

Telephone:	Mailing Address:

Name of Business Firm (if applicable):	Street Address (if PO Box above):

Name of Property Owner:	City/State/Zip:

Signature of Applicant:	Department: ☐ Village Clerk　　☐ Fire Marshal/Code ☐ Building Department　☐ _____

DESCRIPTION OF RECORD SOUGHT

_____

_____

_____

_____

_____ _____ _____ _____
DISTRICT SECTION BLOCK LOT

ROUTINE SEARCHES:
☐ OPEN VIOLATIONS
☐ OPEN BUILDING PERMITS
☐ CERTIFICATE OF OCCUPANCY

THIS SECTION TO BE COMPLETED BY THE FREEDOM OF INFORMATION OFFICER

Receipt of this request is acknowledged.

PLEASE NOTE: The Public Officer's Law requires that a <u>response</u> to this request occur within five (5) business days. The Village is required to provide <u>documents</u>, not information. There is no specific time limit in which to produce the documents.

STATUS OF REQUEST

☐ The reproduction costs for the records requested is $_____ plus postage $_____ Total $_____
☐ Records cannot be found after diligent search.
☐ Records not possessed or maintained by this Agency.
☐ Records denied:

　☐ Specifically exempt by state or federal statute
　☐ Unwarranted invasion of personal privacy
　☐ Would impair current or imminent contract
　　awards or collective bargaining agreements
　☐ Are trade secrets
　☐ Documents are not reasonably described
　☐ Would endanger the life of a person
　☐ Are computer access codes

　☐ Are for law enforcement purposes, 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
　　-reveal criminal investigative techniques or procedures except routine
　　 techniques and procedures
　☐ Are inter-agency or intra-agency materials that are not:
　　-statistical or factual tabulations of data
　　-instruction to staff that affect the public
　　-final agency policy or determinations
　　-external audits

You have the right to appeal a denial of this application by writing to the Clerk of the Village of Sag Harbor within thirty days of the denial.

FOIA OFFICER'S SIGNATURE:	TITLE:	DATE: