

Application for Public Access to Records

Village of Asharoken
One Asharoken Avenue
Northport, NY 11768

I HEREBY APPLY TO INSPECT OR REQUEST COPIES OF THE FOLLOWING RECORD; IDENTIFY THE RECORD, DATE, TITLE OR ANY OTHER INFORMATION TO HELP IDENTIFY THE RECORD.

If a list of names and addresses or mailing labels is being requested, please submit in writing a certification that the list of names and addresses or mailing labels will not be used for any form of solicitation or fundraising, nor will the list be passed on to others for those purposes.

Date: _____

Signature: _____

Representing: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

FOR VILLAGE USE ONLY

Approved: _____

Denied: (Reason)

- Confidential Disclosure
- Unwarranted Invasion of Personal Privacy
- Record is not maintained by this Agency
- Exempt by Statute other than the Freedom of Information Act.
- Other _____

Signature _____ Title _____ Date _____

You have a right to appeal a denial (**use the sample format found on the website**) of this application to the Mayor of the Incorporated Village of Asharoken, Northport, NY 11768. A written response must be made within 10 business days of the appeal to the applicant, either granting the request or explaining the denial.