

FREEDOM OF INFORMATION (FOIL) REQUEST FORM

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 UPPER NYACK  
328 NORTH BROADWAY  
UPPER NYACK, NY 10960

VILLAGE RECORDS ARE AVAILABLE FOR  
INSPECTION MONDAY - FRIDAY 9 AM  
UNTIL 12:00 NOON (845) 358-0084

HEREBY REQUEST TO INSPECT THE FOLLOWING VILLAGE RECORDS(S):

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\_\_\_\_\_  
(Print) Name of Person Requesting Record

\_\_\_\_\_  
Signature of Person Requesting Record(s)

\_\_\_\_\_  
Representing

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
Email of Person Requesting Records(s)

\_\_\_\_\_  
Mailing Address of Person Requesting Records(s)

\_\_\_\_\_  
Phone Number

FOR VILLAGE AGENCY USE ONLY

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

CHARGE ( )  
SEARCH

FEE \_\_\_\_\_

CERTIFICATION FEE \_\_\_\_\_  
PHOTOCOPY FEE \_\_\_\_\_  
TOTAL FEE TO BE PAID \_\_\_\_\_

REQUEST DENIED ( ) (FOR REASON(S) CHECKED BELOW)

- ( ) 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 Upper Nyack 328 North Broadway, Upper Nyack, NY 10960  
NAME OF AGENCY BUSINESS ADDRESS

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE