

**INCORPORATED VILLAGE OF MILL NECK
32 FROST MILL ROAD – P.O. BOX 351
MILL NECK, NY 11765**

Telephone: (516) 922-6722

Fax: (516) 922-5190

APPLICATION FOR PUBLIC ACCESS TO RECORDS

(Pursuant to the Freedom of Information Law/FOIL)

To: Village Clerk-Village of Mill Neck

() I hereby apply to inspect the following record(s):

() I hereby apply for a copy of the following record(s):

Name: _____

Phone: _____ Cell: _____

Mailing Address: _____

Email: _____

FOR VILLAGE USE ONLY

Approved ()

Denied (For the reason(s) checked below)

() Record cannot be located

() Record is not maintained by the Village

Signature	Title	Date
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NOTICE: YOU HAVE A RIGHT TO APPEAL A DENIAL OF THIS APPLICATION TO THE MAYOR OF THE INC. VILLAGE OF MILL NECK, WHO MUST, WITHIN 10 DAYS OF RECEIPT OF APPEAL, EXPLAIN IN WRITING THE REASON(S) FOR DENIAL OR PROVIDE ACCESS TO THE RECORD(S) SOUGHT.

I hereby appeal:

Signature	Date
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Address: _____

Pursuant to FOIL, the Records Access Officer has five (5) business days to make the record available; deny the request in writing and inform the party of the right to appeal; certify in writing that the municipality does not have possession of the record or that the record cannot be found after a diligent search; or furnish a written acknowledgement of the receipt of the request and a statement of the approximate date when the record will be made available.