

INCORPORATED VILLAGE OF EAST HAMPTON  
86 MAIN STREET  
EAST HAMPTON, NEW YORK 11937  
(tel) 631-324-4150 (fax) 631-324-4189

APPLICATION FOR PUBLIC ACCESS TO RECORDS

NAME OF DEPARTMENT RETAINING RECORDS: \_\_\_\_\_

I hereby apply to inspect and/or receive copies of the following records:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the information requested will not be utilized in any manner tending to constitute an unwarranted invasion of personal privacy as same is defined and delineated by the terms and provisions of Article 6 (Freedom of Information), of the Public Officers Law of the State of New York and I further agree to indemnify and hold the Village of East Hampton harmless from any claim arising from any such unsanctioned use of the information requested.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Signature

\*\*\*\*\*

FOR DEPARTMENT USE ONLY

APPROVED: \_\_\_\_\_

DISAPPROVED (for the reason(s) checked below) :

- Confidential Disclosure
- Unwarranted Invasion of Personal Privacy
- Record of which this agency is legal custodian cannot be found or does not exist
- Record is not maintained by this agency
- Exempted by statute other than the Freedom of Information Act
- Part of Investigatory Files
- Other (specify) \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

NOTICE: You have the right to appeal a denial of this application to the head of this department, who, must fully explain his/her reason(s) for such denial in writing within seven business days of receipt of an appeal.