

**APPLICATION FOR PUBLIC  
ACCESS TO RECORDS**

To: Records Access Officer  
Village of Port Washington North  
3 Pleasant Avenue  
Port Washington, NY 11050

I hereby apply to inspect the following records:

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representing

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

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**FOR VILLAGE USE ONLY**

Approved \_\_\_\_\_

Denied \_\_\_\_\_

Reason for denial:

\_\_\_\_\_ Record of which this Village is Legal Custodian cannot be found.

\_\_\_\_\_ Record is not maintained by this Village.

\_\_\_\_\_ Record cannot be found.

\_\_\_\_\_ Exempted by statute other than Freedom of Information Act.

\_\_\_\_\_ Unwarranted invasion of personal privacy.

\_\_\_\_\_ Confidential disclosure.

\_\_\_\_\_ Part of investigatory file.

\_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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**NOTICE TO APPLICANT:** You have a right to appeal a denial of this application to the Board of Trustees of the Village of Port Washington North who must explain their reasons for such denial in writing within seven days of receipt of an appeal.

I hereby appeal:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date