



Incorporated Village

of Massapequa Park

VILLAGE HALL, 151 FRONT STREET, MASSAPEQUA PARK, NEW YORK 11762-2794
WEBSITE: www.masspk.com

APPLICATION FOR PUBLIC ACCESS TO RECORDS

TO: PUBLIC RECORDS OFFICER

DATE OF REQUEST: _____

Name of Applicant Making Request (please print)

PHONE NUMBER

Address

City

State

Zip

I hereby apply to: _____ **Inspect** _____ **Obtain a copy or copies of the following:**

Certificate of Occupancy

Building File

Survey of Property

Building Plans

List of _____

Other _____

Address of Requested Property: _____

I understand that the list(s) I am requesting may not be used for any commercial or fund raising purpose. I hereby agree that this information will not be used for any such purpose.

Signature of Requestor

Date

Information regarding the *Freedom of Information Law* will be furnished upon request. The Village's **FREEDOM OF INFORMATION REQUEST PROCEDURES** is on the reverse side of this form.

For Use by Village Clerk's Office Only:

Approved: _____ Denied: _____ Reason for Denial: _____

Dated: _____ Signature: _____
Village Clerk

Date Request fulfilled: _____ By whom: _____



Incorporated Village of Massapequa Park

FREEDOM OF INFORMATION REQUESTS PROCEDURES

The Record Control Access Officer for the Village of Massapequa Park is the Village Administrator/Clerk.

All requests for information shall be in writing or on forms supplied by the Village.

Records may be examined under supervision at the Office of the Village Administrator/Clerk, Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m.

RECORDS ACCESS PROCEDURE

1. Within five business days of receipt of the written request for a record, the Village Administrator/Clerk, shall make such record available to the person requesting it, deny such request in writing, furnish a written acknowledgement of the receipt of such request and a statement of the approximate date when such request will be granted or denied or certify in writing that the record does not exist.
2. For a charge of \$.25 per page (excluding pages larger than 8 ½ x 14), the Village shall provide a copy of such record. The Village Administrator/Clerk may, upon request, certify the copies requested as true and accurate photocopies of the original documents taken from the file. He may also state that he does not have possession of such record or that such record cannot be found after diligent search. He is not required to create a record not possessed or maintained by the Village.
3. Any person denied access to a record by the Village Administrator/Clerk may, within thirty days of the denial, appeal in writing to the Mayor and Board of Trustees of the Village, who shall convene as the Appeals Board prior to every Monday night meeting of the Board of Trustees. The Board will then fully explain in writing to the person requesting the record the reasons for further denial or provide access to the record sought, and the Village shall immediately forward to the committee on Public Access to Records a copy of such appeal and the determination thereon.
4. Any person denied access to a record in an appeal determination may bring a proceeding for review of such denial pursuant to Article 78 of the Civil Practice Law and Rules. In the event that a court allows access to any record and that court finds that the records were unreasonably withheld, the applicant may be awarded attorney's fees.