Freedom of Information Application (F.O.I.L.)

Incorporated Village of The Branch
Records Access Officer
PO Box 725, Smithtown, NY 11787
Tel: (631) 265-3315   Fax: (631) 382-7688

APPLICATION FOR PUBLIC ACCESS TO RECORDS
PLEASE TYPE OR PRINT CLEARLY

SECTION 1 – TO BE COMPLETED BY APPLICANT

I HEREBY APPLY TO REVIEW OR COPY THE RECORD(S) DESCRIBED BELOW

NAME OF APPLICANT	TELEPHONE NUMBER
NAME OF BUSINESS FIRM	STREET ADDRESS
NAME OF CLIENT REPRESENTED	CITY / STATE / ZIPCODE
SIGNATURE OF APPLICANT	DATE OF APPLICATION

DESCRIPTION OF RECORDS SOUGHT:

Please describe the records sought in specific detail. For documents relating to properties, please include Suffolk County Tax Map number or street address. NOTE: Under the Freedom of Information Law the Village of The Branch is not required to create a new record.

PLEASE INDICATE: I desire: ☐ to inspect the records ☐ copies of the records.

NOTE: Cost of reproduction is $.25 per page or actual cost of reproduction if document is larger than 8-1/2" x 14"

SECTION 2 – APPLICATION DISPOSITION (TO BE COMPLETED BY AGENCY FREEDOM OF INFORMATION OFFICER)

☐ **REQUEST CANNOT BE COMPLETED:**

☐ Does not reasonably describe the documents   ☐ Records cannot be found after a diligent search

☐ Application is not a request for existing documents   ☐ Records not possessed by this agency

☐ **REQUEST APPROVED:**

☐ The document(s) you requested are available. Please call (631) 265-3315 x3 to arrange an appointment to inspect the records.

☐ The document(s) you requested are available. The cost of reproductions is $_____. Please send check or money order payable to *Incorporated Village of The Branch* and submit to Records Access Officer, PO Box 725, Smithtown, NY 11787. Records will be sent to you once your payment has been received.

☐ **REQUEST DENIED:**

☐ Specifically exempt by state or federal statute   ☐ Could endanger the life or safety of any person

☐ Unwarranted invasion of personal privacy   ☐ Are compiled for law enforcement purposes and which if disclosed

☐ Would impare present or imminent contract awards   would:

  or collective bargaining negotiations   ☐ interfere with law enforcement investigations or judicial

☐ Are trade secrets   proceedings

☐ Are inter-agency or intra-agency materials that are not: ☐ deprive a person to the right to a fair trial or impartial

    ☐ statistical or factual tabulations or data   adjudication

    ☐ instruction to staff that affect the public   ☐ identify a confidential source or disclose confidential

    ☐ final agency policy or determinations, or   information relating to a criminal investigation or

    ☐ external audits, including but not limited to audits   ☐ reveal criminal investigative techniques or procedures

     performed by the comptroller and the federal   ☐ Are computer access codes

     government

NOTICE TO APPLICANT:

You have a right to appeal a denial of this application in writing within thirty (30) days of denial to the Board of Trustees, PO Box 725, Smithtown, NY 11787.

ACCESS OFFICER'S SIGNATURE	TITLE	DATE