

Village of Westbury **FREEDOM OF INFORMATION REQUEST**

235 Lincoln Place

Westbury, NY 11590

516-334-1700 // FAX 516-334-7388

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

CONTACT #: \_\_\_\_\_

**PROPERTY INFORMATION:**

SECTION: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT(S): \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

DESCRIPTION OF RECORD(S) REQUESTED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE

APPLICANT SIGNATURE

DO NOT WRITE BELOW THIS LINE

**ALL DEPARTMENT HEADS:**

ARE RECORDS AVAILABLE FOR REVIEW?  YES  NO

IF NOT PLEASE CHECK:

- THEY ARE NOT PUBLIC RECORD
- FILES ARE TEMPORARILY OUT OF OFFICE
- NO RECORD OF THE REQUESTED MATERIAL CAN BE FOUND
- MATERIAL HAS BEEN DESTROYED WITH THE APPROVAL OF NYS DEPT.

DATE

SIGNATURE OF DEPT. HEAD

RECORDS REQUESTED ARE AVAILABLE AND MAY BE INSPECTED/REVIEWED ON \_\_\_/\_\_\_/\_\_\_ AT \_\_\_ A.M. OR P.M. AT APPROPRIATE DEPARTMENT. THE COST OF COPIES \$.25 PER PAGE - UNLESS STATED BY STATUTE OR ACTUAL COST TO THE VILLAGE.

FORWARD FOR APPROVAL & SIGNATURE OF RECORDS ACCESS OFFICER

DATE

RECORDS ACCESS OFFICER

AN APPEAL FROM THE DETERMINATION OF THE RECORDS ACCESS OFFICER MUST BE MADE IN WRITING, ADDRESSED TO THE MAYOR, INC. VILLAGE OF WESTBURY, 235 LINCOLN PLACE, WESTBURY, NY 11590