

**VILLAGE OF SPRING VALLEY
200 NORTH MAIN STREET
SPRING VALLEY, NY 10977**

APPLICATION FOR PUBLIC ACCESS TO VILLAGE RECORDS

**THE CLERK'S OFFICE WILL RESPOND TO REQUESTS FOR VILLAGE RECORDS
WITHIN (5) BUSINESS DAYS OF RECEIPT OF APPLICATION. VILLAGE RECORDS
ARE OPEN FOR INSPECTION MONDAY THROUGH FRIDAY BY APPOINTMENT.**

**I HEREBY APPLY TO OBTAIN COPIES/INSPECT THE RECORDS FOR THE
FOLLOWING:**

RECORD REQUIRED / DEPARTMENT

Name: (Print) _____

Address: _____

Representing: _____

Signature: _____

Phone # _____ Date of Request _____

There is a \$.25 fee per page for copies made – Allowed by State Law

VILLAGE CLERK'S OFFICE USE ONLY

- REQUEST APPROVED
- REQUEST DENIED FOR THE REASONS CHECKED BELOW
 - NEED APPROVAL OF MAYOR
 - CONFIDENTIAL RECORD
 - INTERFERE WITH JUDICIAL PROCEEDINGS
 - UNWARRANTED INVASION OF PERSONAL PRIVACY
 - RECORD NOT LOCATED AFTER DILIGENT SEARCH
 - RECORD NOT MAINTAINED BY THIS AGENCY
 - DISCLOSURE COULD ENDANGER LIFE OR SAFETY OF A PERSON
 - EXEMPTED BY STATUTE OTHER THAN THE FREEDOM OF INFORMATION ACT
 - OTHER (SPECIFY) _____

Official Signature: _____ **Title:** _____ **Date:** _____

Notice: You have the right to appeal a denial of this application to the head of the department. He/she must fully explain their reason for such denial in writing within (7) days of receipt of the appeal.

I hereby Appeal: **Signature:** _____ **Date:** _____

Notified: **Date:** _____ **Time:** _____ **By:** _____ **To:** _____