



Village of Head of the Harbor

Records Access Officer  
500 N. Country Rd., St. James, NY 11780  
Tel: (631) 584-5550

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

**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 DESCRIBED BELOW. ONE SUBJECT MATTER/REQUEST PER FORM			
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 record 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 Head of the Harbor is not required to create a new record.

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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:**

<input type="checkbox"/> Does not reasonably describe the documents	<input type="checkbox"/> Records cannot be found after a diligent search
<input type="checkbox"/> Application is not a request for existing documents	<input type="checkbox"/> Records not possessed by this agency

**REQUEST APPROVED:**

The document(s) you requested are available. Please call (631) 584-5550 to arrange an appointment to review the records. If you wish copies, upon payment of the appropriate fees, copies will be provided to you within a reasonable time.

Village staff is reviewing the files for those records that are subject to disclosure and anticipates providing you with all or some of the records on or about \_\_\_\_\_. You will be advised as to the appropriate fees as soon as possible, and upon payment of the fees, copies will be provided to you within a reasonable time.

The document(s) you requested are available. The cost of reproductions is \$\_\_\_\_\_. Please send check or money order payable to *Incorporated Village of Head of the Harbor* and submit to Records Access Officer, 500 N. Country Rd., St. James, NY 11780. Records will be sent to you once your payment has been received.

**PLEASE NOTE:** The Freedom of Information Law requires that a municipality respond to the original request within five (5) business days.  
**THERE IS NO SPECIFIC TIME, HOWEVER, AS TO THE TIME TO PRODUCE THE DOCUMENTS**

**REQUEST DENIED:**

<input type="checkbox"/> Specifically exempt by state or federal statute	<input type="checkbox"/> Could endanger the life or safety of any person
<input type="checkbox"/> Unwarranted invasion of personal privacy	<input type="checkbox"/> Are compiled for law enforcement purposes and which if disclosed would:
<input type="checkbox"/> Would impare present or imminent contract awards or collective bargaining negotiations	<input type="checkbox"/> Interfere with law enforcement investigations or judicial proceedings
<input type="checkbox"/> Are trade secrets	<input type="checkbox"/> deprive a person to the right to a fair trial or impartial adjudication
<input type="checkbox"/> Are inter-agency or intra-agency materials that are not:	<input type="checkbox"/> identify a confidential source or disclose confidential information relating to a criminal investigation or
<input type="checkbox"/> statistical or factual tabulations or data	<input type="checkbox"/> reveal criminal investigative techniques or procedures
<input type="checkbox"/> instruction to staff that affect the public	
<input type="checkbox"/> final agency policy or determinations, or	
<input type="checkbox"/> external audits, including but not limited to audits performed by the comptroller and the federal government	<input type="checkbox"/> Are computer access codes

**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, 500 N. Country Rd., St. James, NY 11780.

ACCESS OFFICER'S SIGNATURE	TITLE	DATE
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