

TO RECORDS ACCESS OFFICER OF THE VILLAGE: (THE VILLAGE CLERK, OFFICER IN CHARGE OF ALL RECORDS AND WHOSE JURISDICTION THIS REQUEST IS MADE)

VILLAGE OF GRAND VIEW  
118 RIVER ROAD  
GRAND VIEW, NY 10960

VILLAGE RECORDS ARE AVAILABLE  
FOR INSPECTION: MONDAY 4-7 PM  
TUESDAY THROUGH THURSDAY 9-12

COMPLETE QUESTIONS 1 & 2, SIGN AND DATE FORM

1. I HEREBY REQUEST TO INSPECT THE FOLLOWING VILLAGE RECORD(S):

\_\_\_\_\_  
\_\_\_\_\_

2. PURPOSE FOR WHICH RECORD IS REQUIRED: \_\_\_\_\_

\_\_\_\_\_

Print Name of Person Requesting Record: \_\_\_\_\_

Signature of Person Requesting Record: \_\_\_\_\_

Representing: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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FOR VILLAGE AGENCY USE ONLY

REQUEST APPROVED ( ) NO CHARGE FOR RECORD ( ) CHARGE ( )  
INSPECTION ONLY ( ) RECORDS RETURNED ( )

REQUEST DENIED ( ) (FOR REASON(S) CHECKED BELOW) SEARCH FEE ( )  
CERTIFICATION FEE ( )  
PHOTOCOPY FEE ( )  
TOTAL FEE TO ( )  
BE PAID

- ( ) CONFIDENTIAL
- ( ) PART OF INVESTIGATORY FILES
- ( ) UNWARRANTED INVASION OF PERSONAL PRIVACY
- ( ) RECORD OF WHICH THIS AGENCY IS LEGAL CUSTODIAN CANNOT BE FOUND
- ( ) RECORD IS NOT MAINTAINED BY THIS AGENCY
- ( ) EXEMPTED BY STATUTE OTHER THAN THE FREEDOM OF INFORMATION
- ( ) OTHER (SPECIFY) \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF VILLAGE REPRESENTATIVE      TITLE      DATE

*THE VILLAGE CLERK'S OFFICE HAS FIVE (5) WORKING DAYS IN WHICH TO RESPOND TO ALL REQUESTS FOR VILLAGE RECORDS*

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*NOTICE: YOU HAVE A RIGHT TO APPEAL A DENIAL OF THIS APPLICATION TO THE HEAD OF THIS AGENCY*

Village of Grand View      118 River Rd., Grand View, NY 10960  
NAME OF AGENCY      BUSINESS ADDRESS

WHO MUST FULLY EXPLAIN REASONS FOR SUCH DENIAL IN WRITING SEVEN DAYS OF RECEIPT OF AN APPEAL. I HEREBY APPEAL:

\_\_\_\_\_  
SIGNATURE      DATE