

**VILLAGE OF FLOWER HILL
FREEDOM OF INFORMATION LAW REQUEST**

New York Freedom of Information Law, Article 6 of the Public Officers Law

TODAY'S DATE _____

NAME _____

ADDRESS _____

TELEPHONE _____

DESCRIBE IN DETAIL THE RECORDS YOU ARE REQUESTING (identify/describe the records and provide all relevant information, include dates of records if possible):

DENIAL:

Records requested are not available because:

_____ A) It is not a public record

_____ B) Files are temporarily out of the office

_____ C) No record of the requested material can be found

_____ D) Material has been destroyed with the Approval of the New York State Education Department

_____ E) Request does not adequately describe the records sought

Date: _____

Records Access Officer

There is a fee of \$.25 per page for duplication of the records requested.

Records requested are available and may be inspected on _____ 200__ at
_____ AM/PM

Records provided: _____

Fee paid _____ Reviewed by: _____

IF YOUR APPLICATION IS DENIED YOU MAY APPEAL: If record requested is not provided, or access denied within five business days of receipt of request, this agency shall furnish a written acknowledgement of receipt of the request and a statement of the approximate date (within 10 business days after the date of acknowledgement of receipt of the request) when the request will be granted or denied. Any person denied access to records may appeal to the Board of Trustees within thirty days of a denial.