



# **Incorporated Village of Massapequa Park**

## **FREEDOM OF INFORMATION REQUESTS** **PROCEDURES**

The Record Control Access Officer for the Village of Massapequa Park is the Village Administrator, Clerk/Treasurer.

All requests for information shall be in writing or on forms supplied by the Village.

Records may be examined under Supervision at the Office of the Village Administrator, Clerk /Treasurer, Monday through Friday between the hours of 9:00 and 5:00.

### **RECORDS ACCESS PROCEDURE**

1. Within five business days of receipt of the written request for a record, the Village Administrator, Clerk/Treasurer, shall make such record available to the person requesting it, deny such request in writing, furnish a written acknowledgement of the receipt of such request and a statement of the approximate date when such request will be granted or denied or certify in writing that the record does not exist.
2. For a charge of \$.25 per page (excluding pages larger than 8 ½ x 14), the Village shall provide a copy of such record. The Village Administrator, Clerk/Treasurer, may, upon request, certify the copies requested as true and accurate photocopies of the original document taken from the file. He may also state that he does not have possession of such record or that such record cannot be found after diligent search. He is not required to create a record not possessed or maintained by the Village.
3. Any person denied access to a record by the Village Administrator may, within thirty days of the denial, appeal in writing to the Mayor and Board of Trustees of the Village, who shall convene as the Appeals Board prior to every Monday night meeting of the Board of Trustees. The Board will then fully explain in writing to the person requesting the record the reasons for further denial or provide access to the record sought, and the Village shall immediately forward to the Committee on Public Access to Records a copy of such appeal and the determination thereon.
4. Any person denied access to a record in an appeal determination may bring a proceeding for review of such denial pursuant to Article 78 of the Civil Practice Law and Rules. In the event that a court allows access to any record and that court finds that the records were unreasonably withheld, the applicant may be awarded attorney's fees.



# Incorporated Village of Massapequa Park

## APPLICATION FOR PUBLIC ACCESS TO RECORDS

DATE: \_\_\_\_\_

TO: PUBLIC RECORDS OFFICER

APPLICANT: (Name) \_\_\_\_\_

(Address) \_\_\_\_\_

(Telephone) \_\_\_\_\_

I hereby apply to  inspect  obtain  copies of the following record:

Certificate of Occupancy

Building File

Survey of Property

List of  \_\_\_\_\_

Building Plans

Other  (please specify) \_\_\_\_\_

Address of property: \_\_\_\_\_

Signature: \_\_\_\_\_

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I understand that the List I am requesting may not be used for any commercial or fund raising purpose. I hereby agree that this information will not be used for any such purpose

Signature: \_\_\_\_\_

**Information regarding the Freedom of Information Law will be furnished upon request. The Village's FREEDOM OF INFORMATION REQUESTS PROCEDURES is printed on the reverse of this Request.**

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### *For use by Village Clerk's Office*

Approved

Denied

Reason for Denial: \_\_\_\_\_

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

Signature: \_\_\_\_\_

\*\*\*\*\*

Date Fulfilled: \_\_\_\_\_ By Whom: \_\_\_\_\_