

(updated September 29, 2010)
**APPLICATION FOR PUBLIC ACCESS TO RECORDS
TOWN OF RIVERHEAD**

FOIL No: _____

NOTE: ALL APPLICATIONS FOR PUBLIC ACCESS TO RECORDS SHALL BE SUBMITTED TO THE RIVERHEAD TOWN CLERK'S OFFICE LOCATED AT 200 HOWELL AVENUE, RIVERHEAD, NEW YORK, 11901

Section 1: TO BE COMPLETED BY APPLICANT

Department: _____
(Department from which record is sought if known)

I hereby apply to inspect the following record. (Please specifically describe the record sought. If possible, provide a date, a file title, tax map number (where applicable) and other information that will help locate the record desired).

Suffolk County Tax Map No. (if applicable): 0600 -

Documents to be reviewed? Yes _____ **No** _____ **Documents to be copied?** Yes _____ **No** _____ **Date of Application:** _____

Mode of Delivery: Applicant please specify the mode of delivery regarding the Town's response to your request by placing an "x" and/or completing the appropriate section.

1. In-Person retrieval _____
2. Regular Mail _____
3. Electronic Mail _____, e-mail address: _____
4. Fax _____

Printed name and address of applicant:

Personal Telephone No.: _____ **Fax No. :** _____ **Signature of Applicant:** _____

A letter will be mailed to you indicating your request is being processed within 5 business days of receipt.

NOTICE TO APPLICANTS: THE TOWN OF RIVERHEAD RESERVES THE RIGHT TO REQUIRE ADVANCE PAYMENT PRIOR TO REPRODUCTION OF REQUESTED RECORDS.

Section 2: NOTICE TO DEPARTMENT RECORDS ACCESS OFFICER

Please photocopy and/or duplicate FOIL response and file appropriately within your respective department.

Section 3: FOR USE BY DEPARTMENT RECORDS ACCESS OFFICER ONLY

**Please note: requests can be denied in part, and granted in part.

_____ Records located (please specify details below)

If copies are requested, please specify _____ pages and/or _____ maps

If redactions are necessary, please specify the type of information to be redacted:

_____ Denied: Reason for denial: _____ (Insert No. corresponding to applicable reason for denial as listed on second page of this form)

_____ Need additional time to process request:

Number of days: _____

Reason for delay: _____

_____ Records cannot be found after diligent search _____

Please specify what steps were taken to locate documents and by whom (please include dates of each step taken):

Name Signature Title Date

REASONS FOR DENIAL

1. Record(s) specifically exempted from disclosure by state or federal statute: _____ (provide applicable state or federal statute section).
2. Disclosure would constitute an unwarranted invasion of personal privacy as follows:
 - (a) disclosure of employment, medical or credit histories or personal references to applicants for employment;
 - (b) sale or release of lists of names and addresses if such lists would be used for commercial or fund-raising purposes;
 - (c) disclosure of information of a personal nature when disclosure would result in economic or personal hardship to the subject party and such information is not relevant to the work of the agency requesting or maintaining it;
 - (d) disclosure of information of a personal nature reported in confidence to an agency and not relevant to the ordinary work of such agency;
 - (e) release of names and addresses of those persons filing complaints.
3. Disclosure would impair present imminent contract awards or collective bargaining agreements.
4. Records are trade secrets or are maintained for the regulation of commercial enterprise which, if disclosed, would cause substantial injury to the competitive position of the subject enterprise.
5. Records are compiled for law enforcement purposes and, if disclosed, would:
 - (a) interfere with law enforcement investigations or judicial proceedings;
 - (b) identify a confidential source or disclose confidential information relating to a criminal investigation;
 - (c) reveal criminal investigative techniques or procedures, except routine techniques and procedures.
6. Disclosure would endanger the life or safety of a person or persons.
7. Record(s) are inter-agency or intra-agency materials which are not:
 - (a) factual or statistical tabulations or data;
 - (b) instructions to staff that affect the public;
 - (c) final agency policy or determinations.

EXPLANATIONS OF REASONS FOR DENIAL:

PLEASE NOTE: APPLICANTS MAY APPEAL A DENIAL BY FILING A NOTICE OF APPEAL WITHIN 30 DAYS OF RECEIPT OF THE NOTICE OF DENIAL ADDRESSED TO DANIEL P. McCORMICK, FOIL RECORDS APPEALS OFFICER, TOWN OF RIVERHEAD, 200 HOWELL AVENUE, RIVERHEAD, NY, 11901.