

APPLICATION FOR ACCESS TO RECORDS

TO: RECORDS ACCESS OFFICER, VILLAGE OF ATLANTIC BEACH

DATE: _____

Personal FOIL Request

Business FOIL Request

Print Applicant's Name _____

Applicant's Signature _____

Street Address _____

Representing _____

City, State, Zip _____

Phone Number (Required) _____

E-mail Address (Optional) _____

Fax Number (Optional) _____

Preferred Contact Method: Phone

E-mail

Fax

Mail

I hereby apply to inspect the following record(s):

Please be as specific as possible (include dates, names, addresses, or other identifying details).

Preferred Delivery Method for Completed Records: Pick Up

Mail

E-mail

Fax

Applicant will be notified when records are available if pick-up delivery method is selected.

RECEIVED BY _____

Date _____

Actual time incurred to process & photocopy FOIL request will be charged to the applicant.
\$0.25 cents per photocopy (additional charges for oversized documents)
\$50.00 Certificate of Occupancy with Village Seal
\$113.00 for Letter in Lieu of C.O. – Obtained at the Building Department

(APPLICANTS DO NOT WRITE BELOW THIS LINE)

APP. # _____

— **APPROVED**-records will be made available on or about _____

— **DENIED** -for the reason(s) checked below:

— Exempted from disclosure by state or federal statute

— Disclosure would result in an unwarranted invasion of personal privacy

— Disclosure would impair contract awards of collective bargaining agreements

— Records are compiled for law enforcement purposes and, if disclosed, would interfere with law enforcement purposes and, if disclosed, would deprive a person of a right to a fair trial

— Identify a confidential source or disclose confidential info re: investigation

— Reveal non-routine criminal investigative techniques or procedures

— Disclosure would endanger the life or safety of any person

— Records are inter-intra-agency communications that are not (1) statistical or factual tabulations or data

(2) instructions to staff that affect the public, (3) final agency or determinations, or external audits

— **OTHER** _____

(AUTHORIZED SIGNATURE)

(DATE)

(TITLE)

NOTICE: You have a right to appeal a denial of the application. You must appeal in writing to the Village Clerk of the Village of Atlantic Beach within thirty (30) days of the date of the denial. If the Village Clerk further denies access, the reason will be given to you in writing within ten (10) business days of the denial of your appeal.