

INCORPORATED VILLAGE OF EAST HAMPTON
86 MAIN STREET
EAST HAMPTON, NEW YORK 11937
(Tel) 631-324-4150 (Fax) 631-324-4189

APPLICATION FOR PUBLIC ACCESS TO RECORDS

NAME OF DEPARTMENT RETAINING RECORDS: _____

(NOTICE TO APPLICANTS: If you are requesting the names and addresses of individual persons you must certify that the information WILL NOT be used for solicitation or fundraising purposes-you may submit a letter certifying same)

I hereby apply to inspect and/or receive copies of the following records:

(Requests for Ambulance Reports MUST be accompanied by a completed HIPA form)

Date

Printed Name

Telephone Number/Email Address

Signature

FOR DEPARTMENT USE ONLY

APPROVED: _____

DISAPPROVED (for the reason(s) checked below):

- Confidential Disclosure
- Unwarranted Invasion of Personal Privacy
- Record of which this agency is legal custodian cannot be found or does not exist
- Record is not maintained by this agency
- Exempted by statute other than the Freedom of Information Act
- Part of Investigatory Files
- Other (specify) _____

Signature

Title

Date

NOTICE: You have the right to appeal a denial of this application or any portion thereof. Appeals can be sent to:
Village Administrator, Village of East Hampton, 86 Main Street, East Hampton, NY 11937