

**VILLAGE OF ARDSLEY: VILLAGE CLERK'S OFFICE
APPLICATION FOR PUBLIC ACCESS TO RECORDS**

To: Records Access Officer (Village Clerk)
Village of Ardsley
507 Ashford Avenue
Ardsley, NY 10502

I hereby apply to inspect the following record:

Signature Date

Representing Phone

Mailing Address

Building plans are accessible only with express written permission of property owner.

FOR AGENCY USE ONLY

APPROVED

DENIED (for the reason(s) checked below)

- _____ Unwarranted invasion of personal privacy
- _____ Disclosure would interfere with law enforcement investigations or judicial proceedings
- _____ Record of which this agency is legal custodian cannot be found
- _____ Record is not maintained by this agency
- _____ Exempted by statute other than the Freedom of Information Act
- _____ Other reasons specified under §87 (2) _____

Signature Title Date

NOTICE: YOU HAVE A RIGHT TO APPEAL A DENIAL OF THIS APPLICATION. THE APPEAL MAY BE SUBMITTED TO THE RECORDS ACCESS OFFICER (VILLAGE CLERK) WHO WILL SUBMIT IT TO THE MAYOR & VILLAGE BOARD OR THEIR DESIGNATED AGENT FOR REVIEW. THE BOARD OR THEIR AGENT WILL FULLY EXPLAIN HIS/HER REASONS FOR SUCH DENIAL IN WRITING SEVEN BUSINESS DAYS OF RECEIPT OF AN APPEAL.

I HEREBY APPEAL:

Signature Date