## FREEDOM OF INFORMATION LAW

## APPLICATION FOR PUBLIC ACCESS TO RECORDS

NH Village Clerk	Village of North Hornell	4 Maplewood St.	North Hornell, NY 14843
Name:	Mailing Address:		Phone:
Representing:			
I hereby apply to inspect the	e following records:		
Signature of Applicant:	D	ate:	
FOR AGENCY USE ONLY	7		
Initial letter sent on	By	This application is	Approved D
Forwarded to: Dept	Date Request Comp	oleted By	Date
Disapproval of this applicatio	n is based on:		
	Record exempt by law Inv	asion of Privacy Rec	ord cannot be located
Signature & Title			Date
	right to appeal a denial of this appli 43 (607-324-7894), who must full l.		
Signature of Applic	eant	Date	

<u>Article 6</u> - FREEDOM OF INFORMATION LAW <u>89</u> - General provisions relating to access to records; certain cases.

3. (a) Each entity subject to the provisions of this article, within five business days of the receipt of a written request for a record reasonably described, shall make such record available to the person requesting it, deny such request in writing or furnish a written acknowledgement of the receipt of such request and a statement of the approximate date, which shall be reasonable under the circumstances of the request, when such request will be granted or denied, including, where appropriate, a statement that access to the record will be determined in accordance with subdivision five of this section... Upon payment of, or offer to pay, the fee prescribed therefore, the entity shall provide a copy of such record and certify to the correctness of such copy if so requested, or as the case may be, shall certify that it does not have possession of such record or that such record cannot be found after diligent search. Nothing in this article shall be construed to require any entity to prepare any record not possessed or maintained by such entity except the records specified in subdivision three of section eighty-seven and subdivision three of section eighty-eight of this article.