

APPLICATION FOR PUBLIC ACCESS TO RECORDS

TO: FREEDOM OF INFORMATION OFFICER

VILLAGE OF RAVENA
15 MOUNTAIN ROAD
RAVENA, N.Y. 12143

I hereby apply to inspect or request copies of the following records:

Name _____

Phone: () _____

Representing _____

Address _____

Signature _____

TO: APPLICANT

-Records Provided

- The reproduction costs for the records are \$ _____. If the copies are not acquired and payment is not made within 60 days, we will assume that the applicant no longer desires the information. Accordingly, any future requests will require an initial deposit.
- Records have been (partially, fully) provided. If not fully provided, records are expected to be fully available on _____.

-Records Not Available

I hereby certify that access to the records in whole or in part is not possible for the following reason:

- The records of which the Village of Ravena is a custodian cannot be found after diligent search.
- The Village of Ravena is not the custodian for such records..

-Records Denied or Redacted

I hereby certify that access to the records, in whole or in part, has been denied to the applicant for the following reason(s). You may appeal this denial of access in writing within 30 days to the Mayor of the Village of Ravena, Village of Ravena Offices, 15 Mountain Road, Ravena, New York 12143.

- Is exempt from disclosure by some other state or federal law.
- Constitutes an unwarranted invasion of personal privacy.
- Would impair present or imminent contract awards or collective bargaining negotiations.
- Are trade secrets.
- Are compiled for law enforcement purposes and would interfere with law enforcement investigations or judicial proceedings, deprive a person of a fair trial, identify a confidential source, or disclose confidential information relating to a criminal investigation, or reveal non-routine criminal investigative techniques..
- Could endanger the life or safety of any person.
- Are an inter-agency or intra-agency communication that is not statistical or factual tabulations or data, instructions to staff that affect the public, external audit, or final agency policy or determinations.
- Are examination question or answers.
- Would jeopardize an agency's capacity to guarantee security of its information technology assets.

Signature _____, Freedom of Information Officer

Date _____