

INCORPORATED VILLAGE OF MILL NECK  
32 FROST MILL ROAD –PO BOX 351  
MILL NECK, NEW YORK 11765

Telephone: (516) 922-6722

Fax: (516) 922-5190

APPLICATION FOR PUBLIC ACCESS TO RECORDS  
(Pursuant to the Freedom of Information Law/FOIL)

To: Village Clerk-Village of Mill Neck

- I hereby apply to inspect the following record(s):  
 I hereby apply for a copy of the following record(s):

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Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_  
Date Signature

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For Village Use ONLY

Approved

Denied (For the reason(s) checked below)

- Record cannot be located  
 Record is not maintained by the Village

\_\_\_\_\_  
Signature Title Date

NOTICE: YOU HAVE A RIGHT TO APPEAL A DENIAL OF THIS APPLICATION TO THE MAYOR OF THE INC. VILLAGE OF MILL NECK, WHO MUST, WITHIN 10 DAYS OF RECEIPT OF APPEAL, EXPLAIN IN WRITING THE REASONS FOR DENIAL OR PROVIDE ACCESS TO THE RECORD(S) SOUGHT.

I hereby appeal:

\_\_\_\_\_  
Signature Date

Address: \_\_\_\_\_

Pursuant to FOIL, the Records Access Officer has five business days to make the record available; deny the request in writing and inform the party of the right to appeal; certify in writing that the municipality does not have possession of the record or that the record cannot be found after a diligent search; or furnish a written acknowledgment of the receipt of the request and a statement of the approximate date when the record will be made available.