

Village of Lawrence
Application for Public Access to Records
F.O.I.L

To: Records access officer of the Village of Lawrence
196 Central Ave
Lawrence, NY 11559

I hereby apply to inspect the following records: (Please be specific in what you are inquiring about)

Print Name _____ **Signature** _____

Representing _____ **Tel #** _____

Mailing Address _____ **Date** _____

For agency use only

Approved _____

Denied (for reason(s) checked below)

- Confidential disclosure Part of investigatory file
- Unwarranted invasion of personal privacy.
- Records of which this agency is legal custodian cannot be found.
- Record is not maintained by the agency
- Exempted by statute other than the Freedom of Information Act.
- Other _____

Signature

Title

Date

Notice: You have the right to appeal a denial of this application to the head of this agency, Ronald Goldman, Administrator, who must fully explain the reason for such denial in writing seven days in receipt of an appeal.

I hereby appeal: