Village of Horseheads
202 S. Main Street
Horseheads, NY 14845
(607) 739-5691
www.horseheads.org

APPLICATION FOR PUBLIC ACCESS TO RECORDS

TO RECORDS ACCESS OFFICER:

I hereby apply to [ ] Inspect OR [ ] Receive Copies of the following records:

(Please clearly identify the record(s) sought and dates or time periods to be searched. This will enable the Village to ascertain and locate the records being requested.)

_____

_____

If after inspection I would like copies of all or part of the record(s) inspected, I will identify the records to be copied, and I would like them: [ ] via email [ ] copying onto a CD or other device, or [ ] to receive paper copies.

Name:_____ Phone:_____

Email:_____

Firm or Organization:_____ _____

Address:_____

_____

Signature:_____ Date:_____

WITHIN FIVE (5) BUSINESS DAYS, THE VILLAGE WILL RESPOND TO YOUR REQUEST FOR RECORDS WITH A WRITTEN ACKNOWLEDGEMENT OF THE RECEIPT OF SUCH REQUEST, AND A STATEMENT OF THE APPROXIMATE DATE WHEN SUCH REQUEST WILL BE GRANTED OR DENIED, WHICH SHALL BE REASONABLE UNDER THE CIRCUMSTANCES OF THE REQUEST.

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FOR AGENCY USE ONLY

DEPARTMENTAL RECOMMENDATION [ ] Police [ ] Other

We Recommend: [ ] Approval (Record Attached) [ ] Record cannot released
[ ] Disapproval [ ] Record requested cannot be found

Comments:_____

Signed:_____ _____ _____
Title Date

DISPOSITION REQUEST

[ ] Approved – Copy of Records ____/____/____ [ ] Denied _____

_____ _____
Signature – Records Access Officer Date

Rev. 10/2011

INSTRUCTIONS ON REVERSE SIDE →

INSTRUCTIONS

TO APPLICANT: (The completion of this form is voluntary; however, it will facilitate access to records you seek.)

1. Please identify the specific records you wish to inspect, sign and date in the appropriate place, and give or mail to the Records Access Officer, Village of Horseheads, 202 S. Main St., Horseheads, NY 14845. In the alternative, you may send your request electronically to scunningham@horseheads.org.

2. If after inspection you should desire copies, identify to the Records Access Officer the specific records to be copied. Make check or money order payable to the Village of Horseheads for copies reproduced by the Village.

3. If you are denied access to records or portions of records, you may submit a written appeal to the Village Manager, Village of Horseheads, 202 S. Main St., Horseheads, NY 14845. Such appeal has to be made within 30 days after the denial. The Village Manager will evaluate the appeal and respond in writing to you within ten (10) business days after receipt of the appeal.

TO RECORDS ACCESS OFFICER:

1. Conduct search for records:

   a. If records requested for inspection are not in the custody of the Village, advise the applicant.
   b. If records are found, determine accessibility (in accordance with Public Officers Law Section 87.2)

2. After determination of accessibility:

   a. If accessible make available to applicant for inspection.
   b. If not accessible complete Response Letter , make and retain one copy of completed form, and give original to applicant fully explaining reason for denial.

3. If applicant desires copies collect total cost from applicant, and make copies.

4. If you are not able to respond to a request within five (5) business days, acknowledge receipt of the request in writing by the fifth business day and estimate when your final response will be made. If a request can not be fulfilled within (20) business days from the date of the acknowledgment letter, you must advise the requester of a date certain for completion of the request.