

ELIZABETH A. NEVILLE
TOWN CLERK
REGISTRAR OF VITAL STATISTICS
MARRIAGE OFFICER
RECORDS MANAGEMENT OFFICER
FREEDOM OF INFORMATION OFFICER

TOWN HALL, 53095 MAIN ROAD
P.O. BOX 1179
SOUTHOLD NY 11971
FAX: 631-765-6145
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southoldtown.northfork.net



OFFICE OF THE TOWN CLERK
TOWN OF SOUTHOLD
APPLICATION FOR PUBLIC ACCESS TO RECORDS

INSTRUCTIONS: Please complete section I of this form and give to Town Clerk's Office (agency Freedom of Information Officer). One copy will be returned to you in response to your request, or as an interim response.



SECTION I.

TO: _____
(Department or Officer, if known, that has the information you are requesting).

RECORD YOU WISH TO INSPECT: (Describe the record sought. If possible, supply date, file title, tax map number, and any other pertinent information).

Signature of Applicant: _____

Printed Name: _____

Address: _____

Mailing Address (if different from above): _____

Telephone Number: _____ Date: _____

APPROVED

DENIED*

APPROVED WITH DELAY*

Elizabeth A. Neville
Freedom of Information Officer
Accepting Clerk's Initials _____

Date
Hand carry to department?
Yes _____ No _____ Applicant's initials _____

****If delayed or denied, see reverse side for explanation.***

SECTION II: (For use by Freedom of Information Officer only).

Your request has been ***DENIED*** for the reason(s) check below:

- Confidential Disclosure
- Part of Investigatory Files
- Unwarranted Invasion of Privacy
- Record of which this agency is legal custodian, but cannot be found
- Exempted by Statute other than the Freedom of Information Act
- Other (specify): _____

Your request is **ACKNOWLEDGED**. There will be a delay in supplying the requested record until:

Reason for delay: _____



SECTION III. RIGHT TO APPEAL

YOU HAVE A RIGHT TO APPEAL A DENIAL OF THIS APPLICATION IN WRITING WITHIN 30 DAYS OF THE DENIAL. CONTACT THE SOUTHOLD TOWN BOARD (see below). THE TOWN BOARD MUST RESPOND TO YOU IN WRITING WITHIN TEN BUSINESS DAYS OF RECEIPT OF YOUR APPEAL.

***Southold Town Board
Southold Town Hall
53095 Main Road, P O Box 1179
Southold NY 11971***

Telephone: 631-765-1800

