

VILLAGE OF ELMSFORD
15 South Stone Avenue, Elmsford, NY 10523
Tel: 914-592-6555 FAX: 914-592-8129
Email: village@elmsfordny.org

Records Access Form

Chapter 64 of the Code of the Village of Elmsford and New York State Public Officers Law governs Public Access to Records in the Village of Elmsford. All requests received will be responded to in accordance with §89(3) of the Freedom of Information Law which requires the Village response to the request in five business days from receipt of the request and grant or deny access in whole or in part, or if more time is needed the receipt of the request will be acknowledged in writing. All acknowledgements will include an approximate date that indicates when the request will be granted or denied (in whole or in part). Timelines to fulfill requests may vary depending on a number of factors including but not limited to clarity of the request, location of the record(s), the form of the record, copying if required, format conversion if applicable, and delivery of the record(s).

Costs:

The Village of Elmsford charges twenty-five cents per photocopy not in excess of nine by fourteen inches, or in the case of records that cannot be photocopied, the actual cost of reproduction (for example, photographs, computer discs, tape recordings, etc.). There is no charge for records transmittal via e-mail.

E-mail Requests

The Village of Elmsford has the ability to receive requests for records from the public by email, and will transmit records by means of email, when practicable. E-mail records requests are to be sent to village@elmsfordny.org. When submitting an email request please utilize the email form from the Village Website at www.elmsfordny.org

To: Records Access Officer Date: _____

From: _____ Representing: _____

Address: _____
(Street Address) (City) (State) (Zip)

Day Phone # _____ Fax #: _____

E-mail Address: _____

I hereby apply to inspect the following record of _____
Name of Department

Record(s) requested, please be specific: _____

Continued Record(s) requested _____

Date Received by Village of Elmsford

By: _____

DEPARTMENT HEAD REVIEW RECOMMENDATION

APPROVED _____ **DENIED** _____ (*FOR THE REASON(S) CHECKED BELOW*)

- | | | |
|--|---|--|
| _____ Confidential Disclosure | _____ Part of Investigatory Files | _____ Unwarranted Invasion of Personal Privacy |
| _____ Record of Which This Agency If Legal Custodian Cannot Be Found | _____ Record Is Not Maintained By This Agency | |
| _____ Exempted By State Other Than The Freedom Of Information Act | _____ Other _____ | |

COMMENTS _____

Signature Date

FINAL DETERMINATION

APPROVED _____ **DENIED** _____

COMMENTS _____

Record Access Officer Date

Notice: appeal of a denial appeals are to be made in accordance with Chapter 64 Section 8 of the Code of the Village of Elmsford.