

APPLICATION FOR PUBLIC ACCESS TO RECORDS
Freedom of Information Law (F.O.I.L.) Request

To: RECORDS ACCESS OFFICER

Agency: CITY OF MOUNT VERNON LAW DEPARTMENT
One Roosevelt Square, Room 111
Mount Vernon, New York 10550

I hereby apply to (check one) Inspect Copy
the following record(s):

Print Name: _____ Date: _____

Mailing Address: _____

Email Address: _____

Telephone Number(s): _____

Signature: _____

NOTE: F.O.I.L. REQUESTS MAY TAKE UP TO 20 BUSINESS DAYS TO BE PROCESSED.
In addition, there shall be a twenty-five (\$0.25) cent per page copying fee and a
one (\$1.00) dollar per duplicate photo fee.

FOR AGENCY USE ONLY

APPROVED

DENIED (for the reason(s) checked below)

- Confidential disclosure
- Unwarranted invasion of personal privacy
- Record of which this Agency is legal custodian cannot be found
- Record is not maintained by this Agency
- Exempted by statute other than the Freedom of Information Act
- Part of investigatory files
- Record not available under the Freedom of Information Law §

OTHER (specify) _____

Signature: _____ Title: _____

Date _____

NOTICE: You have a right to appeal a denial of this application in writing to the Corporation Counsel within thirty (30) business days. Please set forth the grounds of the appeal. The appeal shall be determined within ten (10) business days of the receipt of an appeal.