



**VILLAGE OF WAPPINGERS FALLS**

Office of the Village Clerk

Heather McCormick

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[www.wappingersfallsny.gov](http://www.wappingersfallsny.gov)

**APPLICATION FOR ACCESS TO RECORDS**

I HEREBY APPLY TO REVIEW THE FOLLOWING RECORD(S):

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\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Representing (Business Name/Self)

\_\_\_\_\_  
Signature (Original Signature Required)

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Zip

**PLEASE TAKE NOTICE**

You have the right to appeal a denial of this application to the Records Appeals Officer. An appeal must be made within 30 days from the receipt of the denial and the Appeals Officer must fully explain the reason(s) for such denial in writing within 10 days of receipt of an appeal.

Access to records is provided through the New York "Freedom of Information" Law (Public Officer's law, Section 84-90). The law is administered by the NYS Committee on Open Government. (99 Washington Avenue, Suite 650, Albany, New York 12231) Telephone: 518-474-2518

Please mail appeals to: Records Appeal Officer (2582 South Avenue, Wappingers Falls NY 12590)

**FOR AGENCY USE ONLY**

APPROVED

DENIED (Reason(s) checked below)

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Exempted by State/Federal Statute

Pending contract/bargaining negotiation

Unwarranted Invasion of privacy

Registered trademark/trade secret

Record(s) part of an investigation

Endangerment to life or safety

Interagency transmittal/not policy oriented

Part of test questions/answers

Computer access code(s)

Record not maintained by this unit

Record of which this unit is the legal custodian cannot be found/does not exist.

Other (specify): \_\_\_\_\_

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date