

**OFFICE OF THE VILLAGE CLERK
VILLAGE OF VALLEY STREAM**

**123 SOUTH CENTRAL AVENUE
VALLEY STREAM, NEW YORK 11580**

(516) 825-4200

APPLICATION TO VIEW PUBLIC RECORDS

Pursuant to the provisions of the New York State "FREEDOM OF INFORMATION LAW" (Article 6 - Public Officers Law) the undersigned wishes to examine the following Official Records: (Specify below the records you wish to examine, giving identifying details.)

PLEASE NOTE:

PENAL LAW SECTION 175.20 - TAMPERING WITH RECORDS IN THE SECOND DEGREE

A person is guilty of tampering with public records in the second degree when, knowing that he does not have the authority of anyone entitled to grant it, he knowingly removes, mutilates, destroys, conceals, makes a false entry in or falsely alters any record or other written instrument filed with, deposited in, or otherwise constituting a record of a public office or public servant.

Tampering with public records in the second degree is a class "A" misdemeanor.

PENAL LAW SECTION 175.25 - TAMPERING WITH RECORDS IN THE FIRST DEGREE

A person is guilty of tampering with public records in the first degree when, knowing that he does not have the authority of anyone entitled to grant it, and with intent to defraud, he knowingly removes, mutilates, destroys, conceals, makes a false entry in or falsely alters any record or written instrument filed with, deposited in, or otherwise constituting a record of a public office or public servant.

Tampering with public records in the first degree is a class "D" felony.

E-MAIL ADDRESS OF APPLICANT _____

SIGNATURE OF APPLICANT _____

NAME (Please Print) _____ PHONE _____

ADDRESS _____

CITY, STATE, ZIP _____

Application received, _____, by _____

DISPOSITION:

Approved, _____, by _____, Village Clerk.
James J. Hunter

Department maintaining requested records: _____

Request fulfilled, _____, by _____

—Request denied, letter attached.

VILLAGE CLERK'S COPY

RULES, REGULATIONS & PROCEDURES
for
THE VIEWING OF PUBLIC RECORDS

Applications to view public records may be obtained at the information desk in the main lobby of the Village Hall.

Every application shall specify the record sought, giving identifying details where possible, and shall contain the following information:

- a) the signature of the applicant;
- b) the full name of the applicant;
- c) the address to which any written communication concerning the application may be mailed; and
- d) the telephone number where the applicant may be reached during regular business hours.

Completed applications shall be filed at the information desk in the main lobby of the Village Hall on regular business days, between the hours of 9 a.m. and 4 p.m., where they will be logged in by the attendant on duty, or they may be mailed to the attention of the VILLAGE CLERK, INCORPORATED VILLAGE OF VALLEY STREAM, 123 SOUTH CENTRAL AVENUE, VALLEY STREAM, NEW YORK 11580.

Within five business days of the receipt of a written request, for a record reasonably specified, the Village Clerk shall: cause such record to be made available to the person requesting it; deny such request in writing; or or, furnish a written acknowledgment of the receipt of such request and a statement of the approximate date when such request will be granted or denied. Upon payment of, or offer to pay, the fee prescribed therefor, the Village Clerk shall provide a copy of such record and certify to the correctness of such copy if so requested, or as the case may be, shall certify that the Village does not have possession of such record or that such record cannot be found after diligent search.

All records approved for viewing shall be made available therefor at the Village Hall, on regular business days between the hours of 9 a.m. and 4 p.m., under such supervision as the Village Clerk shall deem appropriate. Under no circumstances shall any official records be removed from the Village Hall.

In the event any requests cannot be met because such records are being used for current working purposes, the applicant shall be advised of such fact and every effort will be made to arrange a specific time when such records will be available.

The fees for copies of records shall be as follows:

- a) twenty-five cents per photocopy not in excess of nine inches by fourteen inches;
- b) fifty cents per photocopy in excess of nine inches by fourteen inches but not in excess of eleven inches by seventeen inches; or
- c) the actual cost of reproducing any other record.

Any person denied access to a record may within thirty days appeal in writing such denial to the BOARD OF TRUSTEES, INCORPORATED VILLAGE OF VALLEY STREAM, 123 SOUTH CENTRAL AVENUE, VALLEY STREAM, NEW YORK 11580