

APPLICATION FOR PUBLIC ACCESS TO RECORDS  
FREEDOM OF INFORMATION LAW (FOIL)

TO: RECORDS ACCESS OFFICER  
VILLAGE CLERK  
Village of Montebello  
One Montebello Road  
Suffern, NY 10901

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD:  
(Where possible, furnish date, title, file designation, or information to help identify record.)

	DATE
NAME	ADDRESS
REPRESENTING	SIGNATURE

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Approved: \_\_\_\_\_

Denied: (for reason- check 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.

Other: Specify: \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

NOTICE: You have a right to appeal a denial of this application to the Records Appeals Officer, the Mayor, Hon. Lance N. Millman, Village of Montebello, One Montebello Road, Suffern, NY 10901  
The appeal must be decided in writing within seven (7) days of receipt of same.

I hereby appeal: \_\_\_\_\_ Date: \_\_\_\_\_