



**OFFICE OF THE VILLAGE CLERK  
VILLAGE OF MASTIC BEACH  
369 Neighborhood Road  
Mastic Beach, NY 11951  
631.281.2326 extension 300  
village.clerk@masticbeachvillageny.gov**

**FREEDOM-OF-INFORMATION LAW (FOIL)  
REQUEST TO INSPECT PUBLIC RECORDS**

Date: \_\_\_\_\_ Control Number: \_\_\_\_\_  
(For Village Use)

TO: Village of Mastic Beach Freedom-of-Information Law Officer

FROM: \_\_\_\_\_  
(Please print full name)

\_\_\_\_\_  
(Please print full address)

\_\_\_\_\_  
(Please print full mailing address if different than above)

\_\_\_\_\_  
(Please print full name of organization being represented;  
if no organization, then please list "Self")

Please describe information being sought: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Requestor: \_\_\_\_\_  
(please sign name in full)

*(Continued on reverse...)*

**FOR MASTIC BEACH VILLAGE USE**

Agency Determination:

Approved : \_\_\_\_\_ Date: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Denial Reason: \_\_\_\_\_

Pursuant to *New York State Public Officers Law*, deniable records include records or portions thereof that:

- \_\_\_ (a) are specifically exempted from disclosure by state or federal statute;
- \_\_\_ (b) would if disclosed result in an unwarranted invasion of personal privacy;
- \_\_\_ (c) would if disclosed impair present or imminent contract awards or collective bargaining negotiations;
- \_\_\_ (d) are trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise;
- \_\_\_ (e) are compiled for law enforcement purposes and which if disclosed would:
  - \_\_\_ i. interfere with law enforcement investigations or judicial proceedings;
  - \_\_\_ ii. deprive a person of a right to a fair trial or impartial adjudication;
  - \_\_\_ iii. identify a confidential source or disclose confidential information relative to a criminal investigation; or
  - \_\_\_ iv. reveal criminal investigative techniques or procedures, except routine techniques and procedures;
- \_\_\_ (f) could if disclosed endanger the life or safety of any person;
- \_\_\_ (g) are inter-agency or intra-agency communications, except to the extent that such materials consist of:
  - i. statistical or factual tabulations or data;
  - ii. instructions to staff that affect the public;
  - iii. final agency policy or determinations; or
  - iv. external audits, including but not limited to audits performed by the comptroller and the federal government;
- \_\_\_ (h) are examination questions or answers that are requested prior to the final administration of such questions; or
- \_\_\_ (i) if disclosed, would jeopardize the capacity of an agency or an entity that has shared information with an agency to guarantee the security of its information technology assets, such assets encompassing both electronic information systems and infrastructures

Other Action: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTICE TO REQUESTOR**

Pursuant to *New York State Public Officers Law* and resolution duly adopted by the Board of Trustees of the Incorporated Village of Mastic Beach, you have the right to appeal the Denial of this application to the RECORDS APPEALS OFFICER. The Village's Records Appeals Officer can be contacted at: Records Appeals Officer, Incorporated Village of Mastic Beach, 369 Neighborhood Road, Mastic Beach, NY 11951