

**APPLICATION FOR PUBLIC ACCESS TO RECORDS
TOWN OF RIVERHEAD**

F# _____

Section 1: TO BE COMPLETED BY APPLICANT

Department: _____
(Department from which record is sought)

I hereby apply to inspect the following record. (Please specifically describe the record sought. If possible, supply a date, a file title, tax map number (where applicable) and other information that will help locate the record desired).

Suffolk County Tax Map No. (if applicable): 0600 - ____ - ____ - _____

Documents to be reviewed? Documents to be copied?
Yes ____ No ____ Yes ____ No ____

Date of Application: _____

Printed name and address of applicant: _____

Telephone #: _____

Signature of Applicant: _____

A letter will be mailed to you indicating your request is being processed within 5 business days of receipt.

Section 2: NOTICE TO DEPARTMENT SUPERVISORS
Please return a completed copy of this form to the Records Access Officer by _____.

Section 3: FOR USE BY DEPARTMENT SUPERVISORS ONLY

**Please note: requests can be denied in part, and granted in part.

____ Records located (please specify details below)
 If copies are requested, please specify ____ pages and/or ____ maps
 If redactions are necessary, please specify the type of information to be redacted:

____ Denied: Reason for denial: ____ (Insert # corresponding to applicable reason for denial as listed on second page of this form)

____ Need additional time to process request
Number of days: ____
Reason for delay: _____

____ Records cannot be found after diligent search
Please specify what steps were taken to locate documents and by whom (please include dates of each step taken):

Name Signature Title Date

REASONS FOR DENIAL

1. Record(s) specifically exempted from disclosure by state or federal statute: _____(provide applicable state or federal statute section).
2. Disclosure would constitute an unwarranted invasion of personal privacy as follows:
 - (a) disclosure of employment, medical or credit histories or personal references to applicants for employment;
 - (b) sale or release of lists of names and addresses if such lists would be used for commercial or fund-raising purposes;
 - (c) disclosure of information of a personal nature when disclosure would result in economic or personal hardship to the subject party and such information is not relevant to the work of the agency requesting or maintaining it;
 - (d) disclosure of information of a personal nature reported in confidence to an agency and not relevant to the ordinary work of such agency;
 - (e) release of names and addresses of those persons filing complaints.
3. Disclosure would impair present imminent contract awards or collective bargaining agreements.
4. Records are trade secrets or are maintained for the regulation of commercial enterprise which, if disclosed, would cause substantial injury to the competitive position of the subject enterprise.
5. Records are compiled for law enforcement purposes and, if disclosed, would:
 - (a) interfere with law enforcement investigations or judicial proceedings;
 - (b) identify a confidential source or disclose confidential information relating to a criminal investigation;
 - (c) reveal criminal investigative techniques or procedures, except routine techniques and procedures.
6. Disclosure would endanger the life or safety of a person or persons.
7. Record(s) are inter-agency or intra-agency materials which are not:
 - (a) factual or statistical tabulations or data;
 - (b) instructions to staff that affect the public;
 - (c) final agency policy or determinations.

EXPLANATIONS OF REASONS FOR DENIAL: