



Roslyn Harbor

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WWW.ROSLYNHARBOR.ORG

RECORDS ACCESS REQUEST

Date: _____
Name of Applicant: _____
Address: _____
Phone: **Cell:** _____ **Work:** _____
E-mail: _____ **Fax:** _____
Representing: _____

IMPORTANT – REQUESTS FOR PROPERTY RECORDS REQUIRE THE FOLLOWING:

Street Address: _____ Section: _____ Block: _____ Lot(s): _____
View Copies

List specific records requested and number of copies:

Signature of Applicant

NOTE: If records are current and readily available, a charge of \$.25 per 8½” x 11” or 8 ½” x 14” will apply. Prices for copies of blueprints, surveys and plans that need to be produced outside of Village Hall are set by and payable to Atlantic Blueprint, 1070 Old Northern Blvd. Roslyn. All such copies will be available for pick up at Atlantic Blueprint.

In order to preserve the orderly administration of governmental operations, if a detailed search or supervision is determined to be necessary, the Records Access Officer reserves the right to limit the clerical search or supervision of records search to specified hours within and during regular business hours and additional fees may be applicable.

FOR VILLAGE USE ONLY

Date Completed/Response Sent: _____

APPROVED: _____
DENIED: _____ Confidential Disclosure _____ Unwarranted Invasion of Personal Privacy _____
No Documents Responsive to Request _____ Exempted _____
Parts of Investigatory files _____ Other _____

Signature Title Date