



INCORPORATED VILLAGE OF MANORHAVEN

"THE PEARL OF MANHASSET BAY"

33 MANORHAVEN BLVD., PORT WASHINGTON, NY 11050

Tel: (516) 883-7000 FAX: (516) 883-4535

Mayor
Giovanna Giunta

Deputy Mayor
Mark Lazarovic

Trustees
Rita DiLuca
Lucretia Steele
Dorit Zeevi-Farrington

Village Clerk-Treasurer
Liz Gaynor

Superintendent of Buildings
Patrick M. Abramski

RECORDS ACCESS REQUEST UNDER FREEDOM OF INFORMATION LAW (FOIL)

Requests for public access to records shall be responded to within five business days of receipt

Name: _____

Address: _____

Phone: _____

Describe in detail the record or records sought. Use as much detail as possible to describe the record i.e. dates, names, etc.

Signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE

- ☐ 1. The records that you have requested to inspect will be made available for inspection on _____ at _____. After inspecting the records, you may request copies of selected pages, which we will provide to you on or about _____. Payment of a fee of \$.25 per photocopy will be charged.
- ☐ 2. The records requested cannot be located with reasonable effort and/or your request does not reasonably describe records in the possession of this agency.
- ☐ 3. This agency does not maintain or possess the records you have requested.
- ☐ 4. The records sought cannot be found after a diligent search.
- ☐ 5. Material has been destroyed with the Approval of the New York State Education Department.

Date

Records Access Officer

Number of Copies _____ @ \$.25 = _____

Documents provided:

Reviewed by: _____

You have 30 days from receipt of a denial of access to records or portions thereof to appeal to the Mayor.