



INCORPORATED VILLAGE OF GARDEN CITY
351 STEWART AVENUE
GARDEN CITY, NEW YORK 11530
(516) 465-4052



APPLICATION FOR PUBLIC ACCESS TO RECORDS
CHAPTER 42 OF THE VILLAGE CODE

DATE: _____

TO: RECORDS ACCESS OFFICER

DEPARTMENT: ☐ Village Clerk ☐ Building ☐ Treasurer
☐ Fire ☐ Public Works ☐ Recreation
☐ Police

HEREBY APPLY TO INSPECT THE FOLLOWING RECORDS:

PURPOSE OF RECORDS INSPECTION:

NAME: _____ REPRESENTING: _____

ADDRESS: _____

TELEPHONE: _____ E-MAIL: _____

CELL PHONE: _____ SIGNATURE: _____

FOR OFFICE USE ONLY

Check One: ☐ Approved ☐ Denied ☐ Record cannot be found

Records Available for Inspection (Date): _____ Copies of Records Available (Date): _____

Records Inspected By: _____ Number of Copies: _____

Date: _____ Fee Received: _____

Signature of Records Access Officer

Title

Date