FREEDOM OF INFORMATION REQUEST

DATE: ___________________  CONTROL NUMBER: ________________

FROM: ________________________________________________  Telephone Number

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FOR AGENCY USE

_________  Approved (Date): ___________________  Received (Date): ___________________

_________  Denied: See Reason Checked Below

_________  Exempt Under State/Federal Statue  _______ Pending Contract/Negotiation

_________  Unwarranted Invasion of Privacy  _______ Trademark/Trade Secret

_________  Record is Part of Ongoing Investigation  _______ Life/Safety/Security Impact

_________  Inter-Agency Transmittal/Non-Policy  _______ Part of Test Question/Answer

_________  Computer Access Code Related  _______ Record Not Maintained

_________  Other (Specify): __________________________________________________

____________________________________________________

PLEASE TAKE NOTICE

You have the right to appeal the Denial of this application to the RECORDS APPEALS OFFICER. An appeal must be FILED with the VILLAGE CLERK within 30 days from the date of the Denial and the RECORDS APPEALS OFFICER must fully explain the reason(s) for his decision with 10 days of receipt of an appeal.