

TOWN OF ISLIP HOUSING AUTHORITY
APPLICATION FOR PUBLIC ACCESS TO RECORDS

ORIGINATING DEPARTMENT

DATE
STAMP
HERE



To: Records Access Officer

Department _____

Warning: Pursuant to Penal Law Section 175.20 and 175.25, it is a crime to tamper in any way with public records.

I hereby apply to inspect the following record:

APPLICANT NAME (Please print)

ADDRESS

DATE _____

E-Mail _____

PHONE # (____) _____ - _____

Terms and Conditions Relating to Requests for Lists of Names and Addresses

Under the Freedom of Information Law, government agencies are permitted to require persons requesting lists of names and/or addresses to provide a certification that they will not use such lists for solicitation or fund-raising purposes, and will not make the lists available to any other person for the purpose of allowing the other person to use the lists for solicitation or fund-raising purposes. By checking the box at the end of this paragraph, I am certifying that I will not use such lists for solicitation or fund-raising purposes, and will not make the lists available to any other person for the purpose of allowing the other person to use lists for solicitation or fund-raising purposes.

Applicant Initial My certification that I agree to the terms and conditions above, regarding my request to obtain and/or inspect paper and/or electronic records

APPLICANT SIGNATURE (and initial certification box)

FOR DEPARTMENT USE ONLY (This request will be processed in 5 working days)

- Approved
- Record does not exist
- After diligent search there are no known records responsive to your request
- Denied, partially provided or redacted as provided in the written response

Each agency shall, in accordance with its published rules, make available for public inspection and copying all records, except that such agency may deny access to records or portions thereof that:

- (a) are specifically exempted from disclosure by state or federal statute;
- (b) if disclosed would constitute an unwarranted invasion of personal privacy under the provisions of subdivision two of section eighty-nine of this article;
- (c) if disclosed would impair present or imminent contract awards or collective bargaining negotiations;
- (d) are trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise;
- (e) are compiled for law enforcement purposes and which, if disclosed, would:
 - i. interfere with law enforcement investigations or judicial proceedings;
 - ii. deprive a person of a right to a fair trial or impartial adjudication;
 - iii. identify a confidential source or disclose confidential information relating to a criminal investigation;or
- iv. reveal criminal investigative techniques or procedures, except routine techniques and procedures;
- (f) if disclosed could endanger the life or safety of any person;
- (g) are inter-agency or intra-agency materials which are not:
 - i. statistical or factual tabulations or data;
 - ii. instructions to staff that affect the public;
 - iii. final agency policy or determinations;
 - iv. external audits, including but not limited to audits performed by the comptroller and the federal government; or
- (h) are examination questions or answers which are requested prior to the final administration of such questions.
- (i) if disclosed, would jeopardize the capacity of an agency or an entity that has shared information with an agency to guarantee the security of its information technology assets, such assets encompassing both electronic information systems and infrastructures; or
- (j) [Deemed repealed Dec. 1, 2019, pursuant to L.1988, c. 746, § 17.] are photographs, microphotographs, videotape or other recorded images prepared under authority of section eleven hundred eleven-a of the vehicle and traffic law.
- (k) [Expires and deemed repealed Dec. 1, 2019, pursuant to L.2009, c. 19, § 10; L.2009, c. 20, § 24; L.2009, c. 21, § 22; L.2009, c. 22, § 22; L.2009, c. 23, § 9; L.2009, c. 383, § 24.] are photographs, microphotographs, videotape or other recorded images prepared under authority of section eleven hundred eleven-b of the vehicle and traffic law.
- (l) [Expires and deemed repealed Sept. 20, 2020, pursuant to L.2010, c. 59, pt. II, § 14.] are photographs, microphotographs, videotape or other recorded images produced by a bus lane photo device prepared under authority of section eleven hundred eleven-c of the vehicle and traffic law.
- (m) [Expires and deemed repealed Aug. 30, 2018, pursuant to L.2013, c. 189, § 15.] are photographs, microphotographs, videotape or other recorded images prepared under the authority of section eleven hundred eighty-b of the vehicle and traffic law.
- (n) [Expires and deemed repealed July 25, 2018, pursuant to L.2014, c. 43, § 12. See, also, par. (n) below.] are photographs, microphotographs, videotape or other recorded images prepared under the authority of section eleven hundred eighty-c of the vehicle and traffic law.

(n) [Expires and deemed repealed Aug. 21, 2019, pursuant to L.2014, c. 99, § 15; L.2014, c. 101, § 15; L.2014, c. 123, § 15. See, also, par. (n) above.] are photographs, microphotographs, videotape or other recorded images prepared under authority of section eleven hundred eleven-d of the vehicle and traffic law.
(o) [Expires and deemed repealed Sept. 12, 2020, pursuant to L.2015, c. 222, § 15.] are photographs, microphotographs, videotape or other recorded images prepared under authority of section eleven hundred eleven-e of the vehicle and traffic law.

Signature

Title

Date

FEE SCHEDULE

The fee for a copy not in excess of 9" x 14" is 25 cents per page. For anything else, the fee is the actual cost of reproduction. Electronic records and fees may be available consistent with applicable law.

Total number of pages copied: _____ Total Fee: _____

Please bring a check or money order payable to the Town of Islip Housing Authority and submit by mail or drop box at 963 Montauk Hwy, Oakdale, NY 11769.

Instructions for viewing documents will be provided in the written reply. Any fees due for redactions will be payable prior to the review.

NOTICE: You have the right to appeal a denial of this application. You are entitled to an explanation of the reason for such denial in writing within 7 days of the appeal.

I hereby appeal: Signature _____ Date _____

The Appeal can be addressed to the Town of Islip Housing Authority, FOIL APPEAL, 963 Montauk Hwy, Oakdale, NY 11769. You can email the signed appeal to FOIL@isliphousing.org