

APPLICATION FOR PUBLIC ACCESS TO RECORDS

TO: RECORDS ACCESS OFFICER
Seaford Public Library
2234 Jackson Avenue, Seaford
New York, 11783

I hereby apply to inspect the following records(s) and hereby certify that this record will not be used for solicitation or fundraising and that the list will not be used or made available to any other person for the purpose of engaging in solicitation or fund-raising.

Name (Print): _____
Signature: _____
Mailing Address: _____
Date: _____

APPROVED _____ RECORD WILL BE AVAILABLE ON: _____

Please notify us when you would like to inspect the aforementioned document.

Records not possessed or maintained by the Library

Denied. Reason for denial: _____

Receipt of this request is acknowledged. There will be a delay in supplying the requested records(s) until _____ for the following reasons: _____

Signature

Title

Date

NOTICE You have the right to appeal a denial of this application to the Library Board of Trustees, in writing, within 30 days of the date of this denial.

Name

Business Address

The Board of Trustees must fully explain its reasons for such denial in writing within ten (10) days of receipt of an appeal.

I hereby appeal:

Signature

Date

Sept. 13, 2023