

Return this form by mail to:

Glen Cove CDA/IDA
City Hall – 9 Glen St.
Glen Cove, NY 11542
Email: cbyrne@glencovecda.org
Fax: (516) 759-8389

APPLICATION FOR PUBLIC ACCESS TO RECORDS

ATTN: RECORDS ACCESS OFFICER

CITY OF GLEN COVE COMMUNITY DEVELOPMENT AGENCY []

INDUSTRIAL DEVELOPMENT AGENCY []

(Check appropriate Agency)

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD(S):

You will be contacted concerning your request within five (5) days of this application. There is a .25 cent charge for Photostatting each page of the size 9x14 inches or under. If the document is larger, the actual cost of duplicating thereof will be charged. A member of this Department or Agency will contact the applicant at his or her telephone number or address and notify the applicant of the date and place that the records will be available for examination or duplication.

Date

Signature

Print name

Mailing Address

Name of business/individual you represent

Mailing Address

Telephone & Fax Number

Telephone & Fax Number

FOR AGENCY USE ONLY

Approved: Yes No
DENIED (for reason(s) checked below)

- ___ Confidential disclosure
- ___ Unwarranted invasion of personal privacy
- ___ Record of which this Department/Agency is legal custodian cannot be found
- ___ Record is not maintained by this Department/Agency
- ___ Exempted by statute other than Freedom of Information Act
- ___ Other: _____
