



**APPLICATION FOR ACCESS TO RECORDS  
OF THE  
VILLAGE OF MILLBROOK**

**TO: Records Access Officer**  
**Village of Millbrook**  
**P.O. Box 349**  
**Millbrook NY 12545**  
**Fax: 845-677-3972**  
**E-mail: [clerk@villageofmillbrookny.com](mailto:clerk@villageofmillbrookny.com)**

**FROM:**  
**Name:** Click here to enter text.  
**Address:** Click here to enter text.  
**Phone Number:** Click here to enter text.  
**Fax:** Click here to enter text.  
**E-mail:** Click here to enter text.

**I hereby request approval to inspect the following record(s):** Click here to enter text.

**Signature of Applicant:** \_\_\_\_\_ **Date:** Click here to enter a date.

*(FOIL requests are subject to fees)*

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*For Village of Millbrook Use-Only*

Approved: \_\_\_\_\_ Completed: \_\_\_\_\_

No. of Pages: \_\_\_\_\_ Fee Received: \_\_\_\_\_ Cash/Check # \_\_\_\_\_

Denied: \_\_\_\_\_

For reason(s) checked below:

- \_\_\_\_ A. Confidential Disclosures- Part of Investigative files
- \_\_\_\_ B. Unwarranted invasion of personal privacy
- \_\_\_\_ C. Record of which this agency is legal custodian cannot be found
- \_\_\_\_ D. Record is not maintained by this agency
- \_\_\_\_ E. Exempt by Statute other than the Freedom of Information Act
- \_\_\_\_ F. Other (specify): \_\_\_\_\_

\_\_\_\_\_  
 Signature Title Date

Submit FOIL request with any of the following options:

Email: [clerk@villageofmillbrookny.com](mailto:clerk@villageofmillbrookny.com)  
 Fax: 845-677-3972  
 Mail: Village of Millbrook PO Box 349 Millbrook NY 12545  
 Hand Deliver: 35 Merritt Ave Millbrook NY 12545