

**FREEDOM OF INFORMATION ACT
APPLICATION FOR PUBLIC ACCESS TO RECORDS**

TO: RECORDS ACCESS OFFICER

WHITE PLAINS HOUSING AUTHORITY
223 DR MARTIN LUTHER KING JR BLVD
WHITE PLAINS NY 10601

I HEREBY APPLY TO INSPECT ____ OR RECEIVE ____ THE FOLLOWING RECORDS (the additional sheets as needed and attached)_____

Name: _____ Phone# () _____ Email: _____

Firm: _____

Address: _____

Signature: _____ Date: _____

DISPOSITION OF REQUEST:

- **APPROVED** – To arrange for access to the records please contact:

<i>(Department Representative)</i>	<i>(Bureau)</i>	<i>(Date)</i>	<i>(Phone#)</i>
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- **DENIED** (for the reason(s) checked below)
 - () Confidential disclosure
 - () Part of Investigatory files
 - () Record is not maintained by this agency
 - () Unwarranted invasion of personal privacy
 - () Record not available under the Freedom of Information Law
 - () Record of which this agency is legal custodian cannot be found
 - () Exempted by statute other than the Freedom of Information Act

- **MATERIAL REDACTED** _____

- **UNAVAILABLE:** (for reason(s) checked)
 - ___ Not described in sufficient detail
 - ___ Not maintained by this Department
 - ___ Requested records cannot be located
 - ___ The undersigned hereby certify by signing below that all responsive documents have been disclosed and that it had conducted a diligent search for the documents it could not locate
 - ___ Other _____

Signed: _____ Date _____

Title: _____ Date _____

NOTICE: YOU HAVE THE RIGHT TO APPEAL A DENIAL OF THIS APPLICATION TO THE APPEALS OFFICER BY TIMELY MAILING A WRITTEN REQUEST WITHIN THE TIME FRAME SET FORTH BY LAW TO:

*MACK CARTER, EXECUTIVE DIRECTOR
WHITE PLAINS HOUSING AUTHORITY
223 DR MARTIN LUTHER KING JR BLVD
WHITE PLAINS NY 10601*

WHO MUST DECIDE THE APPEAL IN WRITING AS REQUIRED BY LAW

I HEREBY APPEAL: _____ Date _____