

Mayor  
DAVID E. TANNER

Deputy Mayor  
BONNIE L.S. PARENTE

Trustees  
CAROLINE DEBENEDITTIS  
CHRISTOPHER A. SICILIANO  
ROBERT M. VELLA, JR.

Treasurer  
MICHAEL DELURY

Clerk  
MARIE L. HAUSNER

# INC. VILLAGE OF EAST WILLISTON

2 PROSPECT STREET, EAST WILLISTON, NY 11596  
(516) 746-0782 • FAX (516) 746-3130



## Request for Inspection of Records ("Foil Request")

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_

DOCUMENTS REQUESTED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purpose of Examination:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

**NOTE:** The items you have requested for inspection shall be made available to you within a reasonable time period following the date on which this request is filed with the Village office, and after a determination has been made that the records or information requested may properly be made open to inspection under the provisions of Article 6 of the New York State Public Officers Law.

Any such examination and inspection shall be made at the office of the Village Clerk, 2 Prospect Street, East Williston, during normal business hours. In no event shall the Village Clerk authorize the removal from the office of any documents or records. **FEES:** If copies of documents are requested, payment must be made in advance prior to reproduction. Cost per page (letter/legal size) is .25. If size of copies are larger (i.e. property plans, blue prints, etc.) and must be sent out for duplication, a charge of \$5.00 per page will apply. Checks made payable to the Village of East Williston or cash is accepted.