

APPLICATION FOR PUBLIC ACCESS TO RECORDS
Suffolk County Department of Social Services

SECTION 1: TO BE COMPLETED BY APPLICANT

INSTRUCTIONS TO APPLICANT: Please complete this form. Upon completion, submit the form to the agency's FREEDOM OF INFORMATION OFFICER. The form can be faxed to (631)853-8891, or mailed to:

ATTN: FREEDOM OF INFORMATION OFFICER
SUFFOLK COUNTY DEPARTMENT OF SOCIAL SERVICES
PO BOX 18100
HAUPPAUGE, NY 11788

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD:

(Please describe the record sought. If possible, supply a date, a file title and number, and any other information that will help locate the record)

If more space is necessary, you may attach additional sheets of paper.

If you have requested a list of names and/or addresses, will the list be used for commercial or fundraising purposes?

() Yes

() No

Date of Application: _____

Signature of Applicant and Printed Name

Party Applicant Represents (if applicable)

Applicant's Mailing Address

Telephone Number

SECTION II: FOR USE BY FREEDOM OF INFORMATION OFFICER ONLY

- APPROVED
- RECORDS NOT POSSESSED OR MAINTAINED BY THIS AGENCY
- RECORDS CANNOT BE FOUND AFTER DILIGENT SEARCH
- DENIED; REASON FOR DENIAL: _____ (Insert number corresponding to applicable reason for denial as listed on the back of this form.)
- Receipt of this request is acknowledged. The approximate date by which a determination will be made is _____ . (If more than twenty (20) business days, state reason for delay and a date certain for response).

Signature

Printed Name

Title

Date

SECTION III: NOTICE TO APPLICANT

YOU HAVE A RIGHT TO APPEAL A DENIAL OF THIS APPLICATION IN WRITING TO THE OFFICE OF THE COUNTY ATTORNEY WITHIN 30 DAYS OF THE DENIAL. INFORMATION AS TO THE PERSON TO CONTACT IS SHOWN BELOW. THE CONTACTED PERSON MUST RESPOND TO YOU IN WRITING WITHIN TEN BUSINESS DAYS OF RECEIPT OF YOUR APPEAL.

ADDRESS FOR APPEALS ONLY – USE ADDRESS ABOVE FOR ALL OTHER REQUESTS:

Suffolk County Attorney, Attn: FOIL APPEALS OFFICER
H. Lee Dennison Bldg., 6th Floor
P.O. Box 6100
Hauppauge, NY 11788-0099

REASONS FOR DENIAL OF ACCESS TO RECORDS

1. Records specifically exempted from disclosure by State or federal statute.
2. Disclosure would constitute an unwarranted invasion of personal privacy as follows:
 - a) disclosure of certain employment histories, medical or credit histories or personal references of applicants for employment;
 - b) disclosure of items involving the medical or personal records of a client or patient in a medical facility;
 - c) sale or release of lists of names and addresses if such lists would be used for commercial or fund raising purposes;
 - d) disclosure of information of a personal nature when disclosure would result in economic or personal hardship to the subject party and such information is not relevant to the work of the agency requesting or maintaining it;
 - e) disclosure of information of a personal nature reported in confidence to an agency and not relevant to the ordinary work of such agency;
 - f) information of a personal nature contained in a workers' compensation record, except as otherwise provided by the Workers' Compensation Law; or
 - g) other (specify): _____

3. Disclosure would impair present or imminent contract awards or collective bargaining negotiations.
4. Records are trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise which, if disclosed, would cause substantial injury to the competitive position of the subject enterprise.
5. Records are compiled for law enforcement purposes and, if disclosed, would:
 - a) Interfere with law enforcement investigations or judicial proceedings;
 - b) Deprive a person of a right to a fair trial or impartial adjudication proceedings;
 - c) Identify a confidential source or disclose confidential information relating to a criminal investigation; or
 - d) Reveal criminal investigation techniques or procedures, except routine techniques and procedures.
6. Disclosure would endanger the life or safety of a person or persons.
7. Records are inter-agency or intra-agency materials which are not:
 - a) Factual or statistical tabulations or data;
 - b) Instructions to staff that affect the public;
 - c) Final agency policy or determinations; or
 - d) External audits, including but not limited to audits performed by the comptroller and the federal government
8. Records are examination questions or answers requested prior to the final administration of such questions.
9. Records, if disclosed, would jeopardize an agency's capacity to guarantee the security of its information technology assets, such assets encompassing **both** electronic information systems and infrastructure.

Explanation of reasons for denial, if necessary (annex additional pages if necessary):
