

APPLICATION FOR PUBLIC ACCESS TO RECORDS  
Suffolk County Department of Audit and Control

**SECTION I: TO BE COMPLETED BY APPLICANT**

**INSTRUCTIONS TO APPLICANT:** Please complete this form and send it to the **FREEDOM OF INFORMATION OFFICER**.

If you are **mailing** this form, please send it to:

If you are **emailing** this form, please send it to:

**SUFFOLK COUNTY DEPT. OF AUDIT AND CONTROL  
ATTENTION: FREEDOM OF INFORMATION OFFICER  
H. LEE DENISON BUILDING – 9<sup>TH</sup> FLOOR  
100 VETERANS MEMORIAL HIGHWAY  
P.O. BOX #6100  
HAUPPAUGE, NEW YORK 11788-0099**

[COMPROLLER@SUFFOLKCOUNTYNY.GOV](mailto:COMPROLLER@SUFFOLKCOUNTYNY.GOV)

**I HEREBY REQUEST A COPY OF THE FOLLOWING:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 fund raising purposes:

**YES:** \_\_\_ / **NO:** \_\_\_

**DATE OF APPLICATION:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Applicant and Printed Name**

\_\_\_\_\_  
**Party Applicant Represents (if applicable)**

\_\_\_\_\_  
**Applicant's Mailing Address**

**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:** \_\_\_\_\_
- RECEIPT OF THIS REQUEST IS ACKNOWLEDGED.** The approximate date by which a determination will be made is on or about \_\_\_\_\_. (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 THE RIGHT TO APPEAL A DENIAL OF THIS APPLICATION IN WRITING TO THE OFFICE OF THE COUNTY ATTORNEY WITHIN THIRTY (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 (10) BUSINESS DAYS OF THE RECEIPT OF YOUR APPEAL.

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

**SUFFOLK COUNTY ATTORNEY  
ATTENTION: FOIL APPEALS OFFICER  
H. LEE DENISON BUILDING – 6<sup>TH</sup> FLOOR  
P.O. BOX #6100  
HAUPPAUGE, NEW YORK 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 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):  

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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;
  - (c) Identify a confidential source or disclose confidential information relating to a criminal investigation; or
  - (d) Reveal criminal investigative 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 determination; 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 encompassing both electronic information systems and infrastructures.

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

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