



Village of Port Chester
Industrial Development Agency
222 Grace Church Street, Port Chester, New York 10573

Constance R. Phillips, Secretary
E-Mail: cphillips@portchesterny.com

(914) 481-8036
Fax: (914) 939-2733

REQUEST FOR RECORDS FORM

Please mark the appropriate box, and specify Type of Record / Date of Record / If Report, who prepared it:

I am requesting to

VIEW

OBTAIN

Copies of _____

Name: _____

Address: _____

Phone: _____

Fax #: _____

Date: _____

(Applicant does not fill in this section)

Date Received by PCIDA Secretary _____

Authorized by: _____
PCIDA Secretary

FEE FOR COPIES OF RECORD: .25 per page

In accordance with the Public Officers Law ("POL") of the State of New York (the "State"), the Agency will respond to this request within five (5) business days of the date hereof. The Agency will review your request, compile those existing records specifically requested, and make a determination concerning whether any of the records requested are insufficiently identified and/or should be withheld by the Agency pursuant to the POL. Generally, and unless the requested records are deemed insufficiently identified and/or deniable, the Agency will have the existing records requested available for you within twenty (20) days of this submission.