

Exhibit B  
CITY OF HEMPSTEAD  
PUBLIC INFORMATION REQUEST

Date: \_\_\_\_\_

The information may or may not be available at the time requested or may not be available for public inspection. Should this occur, the information will be released at the earliest convenience.

The person requesting information: \_\_\_\_\_

Representing firm or company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

description of public records(s) being requested:

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

\_\_\_\_\_  
Signature

\*\*\*\*\*

Office use: Approval for release of public records(s)

Routed to: \_\_\_\_\_ Date received: \_\_\_\_\_

Action taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approval must be given by the city administrator/city secretary or department head.

Approved by: \_\_\_\_\_

title: \_\_\_\_\_