

# FOIL REQUEST

The Freedom of Information Law, NYS Public Officers Law Article 6, sets for the guidelines for public access to municipal records. FOIL requires that all records be made available for the public inspection or reproduction unless a record falls under a specifically designated exception.

Please refer to NYCOM publication Chapter 10 Village Records – Section – The Freedom of Information Law (FOIL) for details.

1. Foil Request must be made in writing to the Village Clerk.
2. A Fee of Twenty five cent per copy will be assessed.

Person requesting information – Name: \_\_\_\_\_

\_\_\_\_\_

Address if request is to be mailed: \_\_\_\_\_

\_\_\_\_\_

Contact Info: phone or email \_\_\_\_\_

Date of Request: \_\_\_\_\_

Records Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Request Completed: \_\_\_\_\_

Signature of Records Access Officer – Village Clerk: \_\_\_\_\_