

TOWN OF YORK
2668 MAIN STREET
YORK, NY 14592
585-243-3128

APPLICATION FOR PUBLIC ACCESS TO RECORDS
F.O.I.L. REQUEST

TO: RECORDS MANAGEMENT OFFICER

Name of Applicant: _____

Mailing Address: _____

Signature _____

Records requested (please be as specific as possible):

FOR TOWN USE ONLY

Approved: ☐ _____

Denied: ☐

- ☐ Confidential Disclosure ☐ Record is not maintained by Agency
☐ Unwarranted Invasion of Personal Privacy
☐ Exempted by Statute other than FOIL
☐ Record Cannot Be Found
☐ Part of Investigatory Files ☐ Other (specify)

Number of Copies: _____ Received at \$.25 per copy _____

Date of Response: _____ Paid date: _____

New York State's Freedom of Information Law (Public Officers Law §87 et. seq.) allows members of the public to access records of governmental agencies. **The Family Privacy Protection Act Prohibits the use of personal information obtained from our Municipality for commercial solicitation purposes.** The FOIA requires an agency to respond to a request within five (5) business days of receipt of a request per Public Officers Law Article 6, Section 89 Subsection 3. FOIL provides a process for the review and copying of an agency's records. More information about the Freedom of Information Law can be found at: <http://www.dos.state.ny.us/coog/foil2.html>