Village of Sylvan Beach

FREEDOM OF INFORMATION LAW (FOIL) REQUEST FORM

This form is to be used by all persons making a request for information and/or records from the Village of Sylvan Beach pursuant to the New York State Freedom of Information Law.

Name: Address:

Phone:

Department information is being requested:

Please indicate below the record(s) you are requesting including relevant dates, names, addresses, case numbers, etc.

1. Please be aware that the Freedom of Information Law of New York State allows a municipality to take up to five (5) business days to acknowledge your request. The production of certain records may require additional time. All requests may be picked up at this office. To inquire about a request, you may contact this office at 315-762-4844.
2. The statutory fee which the Village will charge for the production of records is $0.25 per 8½” x 11”

photocopied page and/or the actual cost of reproduction of certain other materials and records.

1. The Freedom of Information office for the Village of Sylvan Beach is the Village Clerk. The Freedom of Information Law Appeals Officer for the Village of Sylvan Beach is the Village Board of Trustees. Should you need to make a request or appeal, you may do so in writing and mail it to the Village of Sylvan Beach PO Box 508 Sylvan Beach NY 13157.

YOUR SIGNATURE BELOW INDICATES THAT YOU HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS.

Signature

VILLAGE CLERK’S OFFICE USE ONLY DEPARTMENT USE ONLY

Approved

Denied

By:

Pages attached

***\*\*If request is denied, attach or note reason for denial of above.***

Date Received:

By: Date to be completed by department:

***Turn all FOIL request into the Village Clerk-Treasurer’s office.***