

TOWN GOVERNMENT  
TOWN CLERK  
Freedom of Information Law (FOIL)

The Freedom of Information Law (Public Officers Law Article 6) is New York State's principal statute on providing for public access to the records of government. The Records Access Officer, Christine M. Harris, is responsible for ensuring appropriate agency response to public requests for access to records

If you wish to make a FOIL request, you must make your request in writing. Please be as specific as possible describing the records in which you are interested. Within 5 business days of the receipt of your request, we will send a written acknowledgement that we have received your request.

Certain records or portions of records are exempt from disclosure under authority of Public Officers Law Section 87.2 (a-1). Should your request be denied, you will be notified in writing stating the reason for the denial and advising your right to appeal.

For more information on FOIL law, you may visit the New York State Office of General Services website at: [www.ogs.ny.gov](http://www.ogs.ny.gov) .

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>