

TOWN OF CALEDONIA
3109 MAIN STREET
CALEDONIA, NY 14423
585-538-4927

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

The Family Privacy Protection Act Prohibits the use of personal information obtained from our Municipality for commercial solicitation purposes.

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>