

TOWN OF CALEDONIA
APPLICATION FOR PUBLIC ACCESS TO RECORDS

(p) 585-538-4927 | (f) 585-538-6348

sgraham@caledonianyny.gov

www.caledonianyny.gov

TO: F.O.I.L. Request Applicant

FROM: Seth Graham, Records Management Officer

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

Name of Applicant: _____

Mailing Address: _____

Records Requested: (please be as specific as possible)

Signature

Date

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

Number of Copies: _____ Received at \$0.25 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>