Freedom of Information (FOIL) Request

The Freedom of Information Law ("FOIL"), Article 6 (Sections 84-90) of the New York State Public Officers Law, provides the public right to access to records maintained by government agencies with certain exceptions

Please complete the FOIL Request Form.

Please be specific regarding the records being requested. Include any names and dates that may be connected to the information you are looking for.

FOIL requests can be submitted in person at the Town Clerk's Office or by email to:

townclerk@townofoswego.com

Within five business days of the receipt of a written request for a reasonably described record, we will send a letter either making such record available, denying such request in writing, or furnishing a written acknowledgment of the receipt of such request.

If you do not receive a letter within five business days, please contact our office (315) 343-2586.

FOIL fees vary based upon documents received.

Printed pages are $0.25 per page. Any maps, CD/DVD, tapes, thumb drives, postage, or preparation cost, etc. may result in additional fees.

If you have questions or concerns, please contact the

FOIL Officer Nikki Fowler townclerk@townofoswego.com

MMG FOIL ID _____ REC: _____ DUE: _____

TO: RECORDS ACCESS OFFICER

Copies of Records will be provided @ $.25 per page

FOR OFFICE USE ONLY

_____
Name of Agency

_____
Address

No of Copies_____@ $.25 - _____

I hereby apply to inspect the following record: _____

_____

_____

_____

_____

_____
Signature

_____
Date

_____
Representing (Please Print)

_____
Email or Mailing Address

_____
Phone Number

FOR AGENCY USE ONLY

☐ APPROVED

☐ DENIED (FOR THE REASON(S) CHECKED BELOW)

- ☐ CONFIDENTIAL DISCLOSURE
- ☐ UNWARRANTED INVASION OF PERSONAL PRIVACY
- ☐ RECORD OF WHICH THIS AGENCY IS LEGAL CUSTODIAN CANNOT BE FOUND
- ☐ RECORD IS NOT MAINTAINED BY THIS AGENCY
- ☐ EXEMPTED BY STATUTE OTHER THAN THE FREEDOM OF INFORMATION ACT
- ☐ PART OF INVESTIGATORY FILES
- ☐ REQUEST IS TOO VAGUE/BROAD, NEEDS TO BE MORE SPECIFIC
- ☐ FOR PURPOSE OF SOLICITING/ FUNDRAISING AND/OR COMMERCIAL GAIN

☐ NO RECORD

☐ OTHER (SPECIFY) _____

_____
Nikki Fowler, Town Clerk

_____
Date

NOTICE: YOU HAVE A RIGHT TO APPEAL A DENIAL OF THIS APPLICATION TO THE HEAD OF THIS AGENCY

Oswego Town Attorney, 175 E 7th Street, Oswego, NY 13126

WHO MUST FULLY EXPLAIN THE REASONS FOR SUCH DENIAL IN WRITING WITHIN TEN (10) BUSINESS DAYS OF RECEIPT OF APPEAL.

I hereby appeal: _____ _____

Signature Date