

Town of North East
19 N. Maple Ave
POB 516
Millerton, NY 12546
www.townofnortheastny.gov



FREEDOM OF INFORMATION (FOIL) REQUEST

The Freedom of Information Law (FOIL) is part of NYS Public Officers Law (POL)- Article 6, §84-90. The full text of the law can be found on the New York State website- Department of State- Committee on Open Government. FOIL is for existing records that are maintained in some physical format. If a record does not already exist, it does not have to be created. An agency is not required to answer questions or create a new record in response to questions. There are certain charges to the requestor that are allowable under FOIL. The requestor will be notified prior to the records being made available of any allowable charges that may be incurred to produce the documents. The amount will be provided in the estimated cost. There are certain records that are exempt under FOIL. When submitting a FOIL request, the record sought must be reasonably described and the request should not be too broad. A request may be rejected that does not reasonably describe a record being sought, (e.g. "all records relating to..."). Limit each request to one set of records. When a FOIL request is submitted, the requestor will receive an email acknowledgement within 5 business days and an indication that they can expect to receive a response within 20 business days. The counting of the 20-day period will begin on the next business day after the receipt of the request. In certain circumstances when documents cannot be provided within the 20-day time period, the requestor will be provided with a projected date by which they can expect to receive the documents.

Please fill out the following:

TO: _____ Department (please specify)

I wish to inspect the following record(s): _____

Name: _____

Mailing Address: _____

Phone: _____ Email: _____

Email Response Preferred: yes no

***** FOR AGENCY USE ONLY *****

Date received:
Initial Response:
Date completed:

To: Applicant- your request is hereby:

APPROVED _____

TOTAL CHARGE: \$ _____

Records may be inspected, picked up in person, or mailed to the applicant or sent via email, if practical. Fee for records is 25¢ per page plus cost of postage, if mailed. Additional charges apply for large documents, photographs, or electronic media storage. Please make checks payable to the "Town of North East" and remit payment to the above address, attention Records Access Officer. Payment must be received before records may be released.

DENIED (or denied in part) for the reasons checked below:

- _____ Release of information would constitute an unwarranted invasion of personal privacy
- _____ Applicant may look at construction/building plans but not make a copy of them
- _____ Records request cannot reasonably be located based on description
- _____ Release of information would endanger the life or safety of a person
- _____ No record exists which responds to request
- _____ Record of which this agency is legal custodian cannot be found
- _____ Record is not maintained by this agency
- _____ Interagency or intra-agency materials
- _____ Law enforcement records
- _____ Exempted by statute other than FOIL
- _____ Other _____

RECORDS ACCESS OFFICER

DATE

Any person denied access to records may appeal the denial in writing in 30 days. Such appeal shall be heard by the Town Supervisor, North East Town Hall, POB 516, Millerton, NY 12546 The Supervisor must then fully explain the reasons for such a denial in writing within seven (7) days after receipt of an appeal.