

77 Main Street
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VILLAGE OF WARWICK
INCORPORATED 1867

Freedom of Information Law (FOIL)
Application for Public Access to Records

Name _____

Company Name _____

Address _____ City/State/Zip _____

Daytime Phone Number: _____

E-mail address _____

Name & Address of Third

Party _____

Records Request

Fully describe the records you are requesting. A complete and detailed description of the records you are requesting is necessary to accurately respond to your request. Your failure to describe the records that you are requesting in sufficient detail may result in a denial of your request. You must also include the dates of the documents.

The documents are in the _____ Department (s)

I WOULD LIKE TO INSPECT

HAVE PHOTO COPIES

OR SENT ELECTRONIC IF AVAILABLE

Documents & Date or Time Period of
the Documents:

There is a twenty-five cent (.25) per page charge for each regular size (8 1/2 x 11) public document copied. There will be an additional charge for larger size documents, maps, tapes, disks, etc. By signing this document, you agree to pay any reproduction costs that may apply.

Signature

Date

A response to your request will be within 5 days. Our departments will have up to twenty business days to research and provide the requested documents. If denied you have the right to appeal in writing to the Village Clerk within ten days of the denial.

For Agency Use Only

Approved: _____

To answer within 5 business day

Denied (for the reasons below)

- _____ Confidential Disclosure
- _____ Part of Investigatory Files
- _____ Unwarranted Invasion of Personal Privacy
- _____ Record of which this Agency is Legal custodian and cannot be found
- _____ Records are not maintained by this Agency
- _____ Exempted by Statute other than the Freedom of Information Law
- _____ Other (specify) _____

Signature

Title

Date

Note: You have a right to appeal a denial of this application to the head of this agency:

Village of Warwick Board of Trustees
77 Main Street / P.O. Box 369
Warwick, NY 10990

Who must fully explain the reason(s) for such denial, within seven (7) days of receipt of an appeal.

Signature

Date