

77 Main Street
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Warwick, NY 10990
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mayor@villageofwarwick.org
clerk@villageofwarwick.org

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: _____

Email 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.

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: An appeal must be made in writing within 30 days of the date of denial to the Village Mayor at 77 Main Street, Warwick, NY 10990, or via email at mayor@villageofwarwickny.gov AND clerk@villageofwarwickny.gov. A written decision will be made on the appeal within 10 business days.

Signature

Date