



## Town of Lincoln, NY - FOIL Quick Reference Guide

### **1. Understand what FOIL is:**

- The Freedom of Information Law (FOIL) is a New York State law that grants the public the right to access government records.
- It applies to most government entities in New York, including towns.
- FOIL presumes that all government records are available to the public, unless an exemption applies.
- FOIL applies to existing records and does not require agencies to create new records in response to a request.

### **2. Identify the Town's Records Access Officer:**

- Each government entity, including towns, should have a designated Records Access Officer responsible for handling FOIL requests.
- Our Town Clerk also serves as the designated Records Access Officer and can be reached at the Town Clerk's office at (315) 697-8837 or email [lincolnnycclerk@gmail.com](mailto:lincolnnycclerk@gmail.com).

### **3. Draft Your FOIL Request:**

- Be Specific: Clearly describe the records you are seeking. Include details such as dates, names, and subjects.
- Specify Delivery Method: Indicate whether you'd like to inspect the records or receive copies by mail or email.
- Include Contact Information: Provide your email, mailing address, and phone number.
- Willingness to Clarify: State that you're open to clarifying your request if needed.
- Mention FOIL's Timeframes: Agencies must acknowledge your request within 5 business days and provide a timely response (up to 20 business days).

### **4. Submit Your Request:**

- FOIL requests can be submitted via email, regular mail, or an online portal (if available).
- The Town of Lincoln has a FOIL Request Form available visit the town website or contact the Town Clerk.

### **5. What to Expect After Submission:**

- Initial Response: The town must acknowledge your request within 5 business days.
- Processing Time: A response must be provided within up to 20 business days or an updated timeline must be given.
- Fees: Copies are typically \$0.25 per page. Special requests may involve additional fees.
- Inspection vs. Copies: You may choose to inspect records in person at no cost.

### **6. Tips for Success:**

- Visit the Town Website for FOIL forms and contact info.
- Contact the Town Clerk for guidance.
- Check the NYS Committee on Open Government for FOIL resources.
- Follow up if you don't receive a timely response.
- Consult an attorney for complex or unresolved FOIL issues.



## TOWN OF LINCOLN

### FREEDOM OF INFORMATION LAW (FOIL) REQUEST FORM

6886 Tuttle Road, Canastota, NY 13032 | Phone: (315) 697-8837

Email: [lincolnnycclerk@gmail.com](mailto:lincolnnycclerk@gmail.com)

Date of Request: \_\_\_\_\_

#### Requester Information

Full Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### Description of Records Requested

Please clearly describe the records you are requesting. Be as specific as possible, including names, dates, file types, departments, or subject matter involved:

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#### Time Period of Records Requested

From (MM/DD/YYYY): \_\_\_\_\_ To (MM/DD/YYYY): \_\_\_\_\_

#### Preferred Access Method

☐ Email Copies    ☐ Paper Copies    ☐ On-Site Inspection

#### Certification

I certify that the information provided above is true to the best of my knowledge. I understand that any applicable fees for reproduction or mailing may apply.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Email: [lincolnnycclerk@gmail.com](mailto:lincolnnycclerk@gmail.com)

### For Office Use Only

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

Response Due Date: \_\_\_\_\_

Date Fulfilled: \_\_\_\_\_

### Notes:

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