

**Village of Lewiston**

**145 N 4<sup>th</sup> Street**

**P.O. Box 325**

**Lewiston, NY 14092**

**(716) 754-8271**



**APPLICATION FOR ACCESS TO PUBLIC RECORDS**

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

I HEREBY APPLT TO: ☐ Inspect ☐ Receive copies (\$.25 each) of the following records: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

"I, \_\_\_\_\_, hereby certify that the records received in response to my Freedom of Information Law (Public Officers Law §84-90) request dated \_\_\_\_\_ will not be used for purposes of solicitation or fund-raising, and said records will not be sold, given or otherwise made available to any other person for the purpose of allowing such person to use said records for solicitation or fund-raising purposes."

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**VILLAGE CLERK'S OFFICE HAS FIVE DAYS IN WHICH TO RESPOND**

**APPROVED DATE:** \_\_\_\_\_

**DENIED** (for the reason(s) checked below

\_\_\_\_\_ Exempted by the statue other than Freedom of Information

\_\_\_\_\_ Unwarranted invasion of personal privacy

\_\_\_\_\_ Confidential disclosure

\_\_\_\_\_ Part of investigatory files

\_\_\_\_\_ Record of which this Agency is Legal Custodian cannot be found

\_\_\_\_\_ Record not maintained by this Agency

Other (specify) \_\_\_\_\_

## **Freedom of Information Law (FOIL) Request**

Be as specific as possible when requesting records so that we may easily identify which records maintained by the Department are responsive to your request.

### **What happens to my request when received by the Village?**

Your request is given to the Department where the records reside. The Department will then identify and locate the records you have requested. The Village will review them for responsiveness to your request and ensure that release of the records complies with the Freedom of Information Law. The materials are photocopied (if requested) and sections that are determined to be non-releasable are blacked out. Sometimes an answer to a request may take some time to assemble.

### **How soon can I expect an answer?**

The Village Clerk's office will acknowledge your request within five (5) business days. In this acknowledgment, you will be advised that you may expect a response to your request within twenty (20) business days. If you have not received notice of completion of your request within twenty (20) business days, please feel free to contact the Village Clerk's office.

### **What items are exempt from disclosure?**

Article 6 of the Public Officers Law, Section 87, includes nine conditions for denial of access. Some of the most common requests received that involve exemption from disclosure are:

- Anything that may result in an unwarranted invasion of personal privacy. For example: home telephone numbers, home addresses and social security number.
- Trade secrets – records that if released could cause harm to the competitive position of a business or enterprise.
- Information gathered for law enforcement purposes, which, if disclosed, could interfere with due process.
- List of names and addresses which would be used for commercial or fund-raising activities.

### **May I see the documents before I decide if I want copies?**

Yes. When you submit your request to us, you may specify if you would like to inspect the documents. We will contact you to come to our offices and view the materials. Arrangements will be made if you desire photocopies of documents. You will be charged for any copies of documents that had portions blacked out and re-photocopied before your review, even if you elect not to take them.

### **What is the fee?**

You will be charged 25 cents (\$.25) per page for photocopying.

### **What if my application is denied?**

Any person denied access to records may appeal the denial within 30 days. Such appeals should be addressed to the Village of Lewiston Board of Trustees, PO Box 325, Lewiston, NY 14092.

You have a right to appeal a denial of this application (in writing) to the Village Board who will fully explain (in writing) within fourteen (14) business days of receiving the appeal.