

Submit to: Village Clerk/Treasurer

Village of Evans Mills
8706 Noble Street, P.O Box 176
Evans Mills, NY 13637

Re: FOIL REQUEST

DATE REQUESTED: _____

NAME OF APPLICANT: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____

E-MAIL: _____

Record Requested(Be very specific)

NOTES:

Upon receipt and review of the application, a notice of decision is sent within five business days as the disclosure and availability of the requested document(s).

A copy of the rules and regulations is available upon request from the Village Clerk.

FEES:

The charge for copies shall be \$0.25 per page of documents copied. In the event, it is an audio tape recording, the cost of the tape.

FREEDOM OF INFORMATION LAW - F.O.I.L

The Freedom of Information Law (Public Officers Law Article 6) is New York State's principal statute for public access to government records. The Records Access Officer is responsible for ensuring appropriate agency response to general requests for access to records. The Village Clerk Office is the Records Access Officer for the Village of Evans Mills.

"Record" means any information kept, held, filed, produced, or reproduced by, with, or for the department, in any physical form whatsoever, including, but not limited to, reports, statements, examinations, memoranda, opinions, folders, files, books, manuals, pamphlets, forms, papers, designs, drawings, maps, photos, letters, microfilms, computer tapes or disks, rules, regulations or codes.

F.O.I.L REQUEST

If you wish to access a record under the FOIL, you must make your request in writing. Please be as specific as possible in describing the documents in which you are interested. Within five business days of receiving a written request, we will send a written acknowledgment that we received the request. Please send your inquiry via postal mail, Fax, or E-mail to:

Taylor Scheer, Village Clerk

FOIL Request

P.O. Box 176

Evans Mills, NY 13637

Fax: 315-629-4753

E-mail: evansmillsclerk@outlook.com

There is a charge of \$0.25 per page for copies of documents and computer printout pages.

DENIAL OF ACCESS

Certain records or portions thereof are excepted from disclosure under the authority of Public Officers Law Section 87.2 (a-1). These records include those which:

- are specifically exempted from disclosure under state or federal statutes,
- if disclosed would constitute an unwarranted invasion of personal privacy,
- if disclosed would impair present or imminent contract awards or collective bargaining negotiations,
- are trade secrets or are submitted to the department or are derived from information obtained from a commercial enterprise and which, if disclosed, would cause substantial injury to the competitive position of the subject enterprise,
- are compiled for law enforcement purposes and which, if disclosed would interfere with law enforcement investigations or judicial proceedings, deprive a person of the right to a fair trial or impartial adjudication, identify a confidential source or disclose personal information regarding a criminal investigation, or reveal illegal investigative techniques or procedures, except routine processes and procedures,
- if disclosed would endanger the life or safety of any person, are inter-agency or intra-agency materials that are not statistical or factual tabulations or data, instructions to staff that affect the public or are final agency policies or determinations, are external audits, including audits performed by the comptroller and the federal government computer codes, are examination questions or answers requested before the final administration of such questions.

If you've been denied access, the Records Access Officer must issue you a denial of access in writing, stating the reason for rejection and advising you on your right to appeal. If you choose to appeal, you must file a written notice of appeal by either mail or fax to the Village Clerk within 30 DAYS.

e-mail: evansmillsclerk@outlook.com

315-629-4753