

VILLAGE OF LANCASTER, NEW YORK
APPLICATION FOR PUBLIC ACCESS TO RECORDS
FREEDOM OF INFORMATION LAW (FOIL) REQUEST
 Village Clerk – 5423 Broadway – Lancaster NY 14086 (716)683-2105

I hereby submit this application to [] inspect or [] obtain a copy of the following record(s):

Upon receipt of the copies requested above, I am aware that there will be a fee of .25 per page imposed.

X _____
 Signature of Applicant Date

PLEASE PRINT:

Applicant Name: _____

Mailing Address: _____

Daytime Phone No.: _____ Fax No.: _____

FOR OFFICE USE ONLY:

[] **APPROVED**
 # _____ copies @ .25/page \$ _____

RECEIVED:	(Date Stamp)
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[] **DENIED** for reason(s) checked below:

- [] Confidential Disclosure
- [] Part of Investigatory Files
- [] Unwarranted Invasion of Personal Privacy
- [] Record of which this agency is not legal custodian
- [] Record cannot be found
- [] Exempted by Statute other than Freedom of Information Act
- [] Other _____

[] **ACKNOWLEDGEMENT OF REQUEST – MORE THAN 5 DAYS WILL BE REQUIRED TO PRODUCE REQUESTED DOCUMENTS.** It is estimated that approximately _____ additional business days will be required to grant or deny your request. Please contact the Village Clerk if you agree to wait the estimated number of day(s) to receive your request. Failure to notify the Village Clerk by _____ will terminate this request.

X _____
 Signature Date

 Title Notified Applicant
 by [] Phone [] Mail Date

I hereby state that I have reviewed or have received copies of the records I requested above.

X _____
 Signature Date

PLEASE NOTE:

Procedure for procuring documents.

Any individual desiring to obtain a copy of any document or record belonging to the Village of Lancaster shall make written request for said document or record specifically identifying the document or record which he/she wishes to procure from the Village Clerk of the Village of Lancaster between the hours of 9:00 a.m. and 4:30 p.m., Monday through Friday, excluding any recognized legal holidays. This application can be mailed to: Village Clerk – 5423 Broadway – Lancaster NY 14086.

The Village Clerk shall respond to the written request for a record which is reasonably described within five (5) business days of the receipt of such request by making the record available to the person requesting it or shall deny such request in writing.

If for any reason more than five (5) business days are required to produce the records, the Village Clerk shall acknowledge receipt of the request within five (5) business days and include an estimate of the date that the request will be granted or denied.

Appeal for Denial.

Any person denied access to a record may, within thirty (30) days, appeal in writing such denial to the Village Clerk, who shall, within seven (7) business days of the receipt of such appeal, fully explain in writing to the person requesting the record the reasons for further denial or provide access to the record sought. In addition, each agency shall immediately forward to the “Committee on Public Access to Records” a copy of such appeal and the determination thereon:

Committee on Public Access to Records
Department of State
41 State Street
Albany, NY 12231

Fees.

An individual desiring copies of records shall pay to the Village Clerk in advance, the sum of .25 per page for the exact number of copies requested. Checks or money orders shall be made payable to “Village of Lancaster”. Cash is also accepted in person at the window of the Clerk’s Office. Please do not send cash by mail. A receipt will be issued for all payments received.

Information.

For additional information contact the Village of Lancaster Clerk’s Office at 716-683-2105, Monday through Friday, 9:00 a.m. to 4:30 p.m., excluding legal holidays or by mail:

Village Clerk
Village of Lancaster
5423 Broadway
Lancaster, NY 14086