



TOWN OF WESTERLO

933 CR 401 Westerlo, NY 12193

Phone: 518-797-3111

Freedom of Information Law (FOIL)

The Freedom of Information Law (FOIL) provides public access to the records of government. Please read the information below on how to submit a FOIL request with the Town of Westerlo. Once a FOIL request is received, the law requires the Town to acknowledge your request within 5 business days. The law also requires that the Town provides you with a response within a reasonable time period, not to exceed 20 business days from the date of the acknowledgment. In unique circumstances, an extension in the Town's time to respond may be warranted. In the event an extension is needed, the law requires that the Town provide you with written notice of the extension complete with a reason for the extension. Such reason must be compliant with applicable provisions of New York State and Federal Law.

How to Submit a FOIL Request

Requests must be made in writing. Records can be requested electronically, or you may also submit a written request in person or by mail. A request must reasonably identify the records being sought. All requests should be made to the Records Access Officer. The Records Access Officer is responsible for coordinating the Town response to public requests for access to records.

Fees

The Records Access Officer will inform the requester of the estimated cost of fulfilling the request in advance. Any fees must be paid in advance for the fulfillment of the request. A breakdown of the applicable fees, if any, will be provided to the requester in writing as part of the estimate.

Appeals

When a request is denied, in whole or in part, you have the right to appeal the decision in writing within 30 days to the Records Appeal Officer.

Records shall be available for public inspection and copying at:
Town of Westerlo Town Hall, 933 County Route 401, Westerlo, NY 12193

Hours for Public Inspection:

Monday – 8:00 am – 4:00 pm
Tuesday– 8:00 am – 4:00 pm
Wednesday– 8:00 am – 4:00 pm
Thursday– 8:00 am – 4:00 pm
Friday, Saturday, Sunday – Closed

Important Contact Information:

Records Access Officer

Lisa DeGroff

Town of Westerlo

933 County Route 401

Westerlo, NY 12193

518-797-3111 ext. 1014

FOIL@TownOfWesterloNY.com

Records Appeals Officer

Amie Burnside

Town Of Westerlo

933 County Route 401

Westerlo, NY 12193

518-797-3111 ext. 1014

FOILappeals@TownOfWesterloNY.com