



TOWN OF WESTERLO

933 CR 401 Westerlo, NY 12193
Phone: 518-797-3111

Freedom of Information Law (FOIL)

Application for Public Access to Town of Westerlo Records

NOTE: PLEASE PRINT OR TYPE WHEN COMPLETING THIS FORM

Date: _____

Submitted By:

NAME

MAILING ADDRESS INCLUDING CITY, STATE AND ZIP CODE

EMAIL ADDRESS

PHONE NUMBER

SIGNATURE

I hereby apply to inspect the following records: (please identify the requested records as clearly as possible, including dates, times, and locations, if applicable; please attach a separate page if additional space is needed)

You may specify the Town Department that you believe maintains the requested records or the Town Department that you are specifically requesting records from.

Please take further notice that the Town of Westerlo will accept requests formatted in a manner not consistent with the example above, and that all examples and instructions in this section are meant to be helpful suggestions to requesters.

I wish to:

- ☐ Receive copies of requested records (if costs exceed \$25 you will be contacted prior to copying the records)
- ☐ Inspect the requested records in person
- ☐ Receive the requested records via email (no charge)



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SUBMIT YOUR REQUEST TO:

Records Access Officer, Lisa DeGroff
Town of Westerlo, 933 County Route 401, Westerlo, NY 12193
518-797-3111 ext. 1014
FOIL@TownOfWesterloNY.com

PLEASE TAKE SPECIAL NOTICE OF THE FOLLOWING:

The Town of Westerlo must promptly review your request and provide a written acknowledgement within five (5) business days of receipt of your request. The Town of Westerlo must make the requested records available within twenty (20) business days from the date of its written acknowledgement, if such records exist and are not subject to any applicable exceptions pursuant to the Freedom of Information Law. If the Town of Westerlo is unable to make the requested records available within twenty (20) business days from the date of its written acknowledgement, the Town of Westerlo shall provide you with written notice stating the reason and an anticipated date that the requested records will be available.

Please be advised that pursuant to Public Officers Law Article 6, §87(b)(iii)(1), there is a usual fee of twenty-five cents (\$0.25) per standard page copied. Pursuant to Public Officers Law Article 6, §87(c)(iii & iv), there is a fee equal to the amount of the hourly salary attributed to the lowest paid Town of Westerlo employee who has the necessary skill required to prepare a copy of the requested record when more than two hours of an employee's time is needed, or if an outside professional service would be retained to prepare a copy of the record. Pursuant to Public Officers Law Article 6, §87(c)(ii), there is a fee for the actual cost of the storage devices or media the Town of Westerlo provides to a person making a FOIL request in complying with such request. Pursuant to Public Officers Law Article 6, §87(1)(b)(iii)(1), the Town of Westerlo will only charge per page copy fees *or* other reproduction costs as they may be applicable to your request.

Pursuant to Public Officers Law Article 6, §87(b)(iii)(2), if an electronic copy of a record is already available, the Town of Westerlo will not charge a fee for the reproduction of such record, except where a storage device or media is used to provide you with the documents in compliance with your request.

If the requested records exist and are not subject to any applicable exceptions pursuant to the Freedom of Information Law, the Town of Westerlo will provide you with an estimate for the total cost to produce the requested records including, if applicable, the cost of postage, the cost associated with preparing a copy of the record where more than two hours of a Town Employee's time is needed to prepare the copy, and/or the actual cost of the storage device or media to be provided by the Town of Westerlo to you in complying with your request, pursuant to 21 NYCRR §1401.8(e). When the requested records are assembled, a final cost will be provided to you detailing the total amount due to the Town of Westerlo in connection with producing the requested records.

Any and all fees must be paid in full prior to the preparation and release of any records, as permitted by 21 NYCRR §1401.8(f). Upon receipt of the applicable fees, the requested records to which you are entitled will be prepared and promptly provided to you.

For Office Use Only: Each department selected below is required to respond to this FOIL request – by submitting requested items to the Records Access Officer – within 5 business days.

☐ Assessor ☐ Highway ☐ Parks ☐ Transfer Station ☐ Tax Collector ☐ Justice Court

☐ Town Clerk ☐ Supervisor ☐ Code Enforcement/Buildings ☐ PB/ZBA Board

☐ # of Copies \$ _____ Amount Due Date Completed: _____ Completed By: _____