



FREEDOM OF INFORMATION LAW (FOIL) REQUEST FORM

Date:

This request pertains to records maintained by the (list city department on board):

Records Access Officer for above-named city department or board:

A link to the list of Records Access Officers may be found on the FOIL page of the city website.

Pursuant to New York Freedom of Information Law, I am requesting an opportunity to:

Inspect copies of the following records

Obtain copies of the following public records

Documents requested:

Be specific. Describe the record with sufficient detail for the public agency to respond.

Requestor's Name:

Representing:

Street Address:

City, State & Zip Code:

Phone Number:

E-mail:

Requestor's Signature:

AGENCY USE ONLY:

Fees (if applicable):

Please note: There is a photocopying fee of .25 per standard size page, and a \$5.00 per page fee for large format plans or maps. Postage fees in the exact amount as levied by the United States Post Office, if mailed.

Date Received:

Request Approved

Request Denied