

Village of Florida
33 South Main St
Florida, New York 10921
www.villageoffloridany.org
845-651-7815 fax 845-651-7643

Application for Public Access to Records

The Freedom of Information Law (FOIL) allows an individual to request existing public records from the agency responsible for maintaining those records. To make a request for existing Village of Florida records, please complete this form and return it to the Village Clerk's Office.

When you submit this form, FOIL allows the Village five (5) business days to make the record available, deny access to the record with reason, or acknowledge receipt of your request and inform you of the timeframe required to respond to your request.

SECTION 1 - TO BE COMPLETED BY APPLICANT

Name of Applicant:	Telephone Number:
- Name of Business Firm (if applicable):	Street Address:
Name of Client Represented: (if applicable)	City: State: Zip Code:
Signature of Applicant:	Date of Application:

DESCRIPTION OF RECORD(S) SOUGHT TO INSPECT HAVE COPIED _____. Please describe the record(s) sought in as specific detail as possible (if applicable, please include dates, tax map number, file title, and any other information that will help locate the record desired). If you fail to do so, your request may be denied. The Freedom of Information Law is designed to provide access to records, not information. It is not a vehicle to question government officials or employees.

By signing this application, the applicant agrees that the record(s) requested shall not be utilized in any matter tending to constitute an unwarranted invasion of personal privacy. It is further agreed to indemnify and hold the Village of Florida harmless from any claim arising from any such unauthorized use of the record(s) requested.

If desire copies of these records sought, I hereby agree to pay the statutory fee (Cost of reproduction: \$.25 per page for 8.5" x 11" sheets, all other sizes based upon actual cost to reproduce, travel expenses, if any, and time incurred. Copies will not be released until payment is made.) Documents to be copied? ☐ Yes ☐ No

SECTION 2 - FOR AGENCY USE ONLY

Disposition of Request

- ☐ Approved
☐ Denied
☐ Record of which this Agency is legal custodian cannot be found after diligent search
☐ Record is not possessed or maintained by this Agency.

Records Management Officer/Designee

Date

YOU HAVE THE Right TO APPEAL A DENIAL OF THIS APPLICATION WITHIN THIRTY
(30) DAYS OF THE DENIAL
SUBMIT APPEAL IN WRITING TO THE MAYOR OF THE VILLAGE OF FLORIDA