



APPLICATION FOR ACCESS TO MUNICIPAL INFORMATION TOWN OF CHEEKTOWAGA ~ FREEDOM OF INFORMATION

TO BE FILLED OUT BY REQUESTOR: This form is used solely to aid the researcher in locating the requested records, please fill out as much information about your request as possible in order to ensure a complete and accurate search.

Date: _____

Name _____

E-mail _____

Address _____

City/State/Zip _____

Phone _____

SIGNATURE:

Title, Subject, or Nature of Records: _____

Date/Year of Records Requested: _____

General Description of Records Requested: _____

Address of Records Requested: _____

Additional Information (any additional information that will aide the researcher in locating the record):

_____Do you wish to inspect records? Yes No (*Inspection by appointment only*)

Fees: Pursuant to FOIL Law §87(1), a fee of 25¢ per copy for copies of records up to 9"x 14" or the actual cost of reproducing a record will be charged, except when a different fee is prescribed by statute.

Provided in hard-copy unless otherwise noted and fees established:

Do you wish to receive copies of records? Yes No If so, how many? _____How would you like the records delivered? Email Fax Mail Other (Specify Below)

Please note when determining the actual cost of producing a record, an agency may only include:

An amount equal to the hourly salary attributed to the lowest agency paid employee who has the necessary skill required to prepare the requested record(s), if at least two hours of agency employee time is needed to prepare a copy of the record(s) requested;

The actual cost of the storage devices or media provided to the person making the request in complying with such request;

The actual cost to the agency of engaging an outside professional service to prepare a copy of a record, but only when an agency's information technology equipment is inadequate to prepare a copy, if such service is used to prepare the copy.

The FOIL Process:

Pursuant to FOIL Law §89(3), Each entity subject to the provisions of this article, within five business days of the receipt of a written request for a record reasonably described, shall make such record available to the person requesting it, deny such request in writing or furnish a written acknowledgment of the receipt of such request and a statement of the approximate date, which shall be reasonable under the circumstances of the request, when such request will be granted or denied.

If an agency determines to grant a request in whole or in part, and if circumstances prevent disclosure to the person requesting the record or records within twenty business days from the date of the acknowledgement of the receipt of the request, the agency shall state, in writing, both the reason for the inability to grant the request within twenty business days and a date certain within a reasonable period, depending on the circumstances, when the request will be granted in whole or in part.