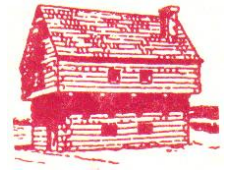


TOWN OF STILLWATER

ESTABLISHED 1788 – SITE OF THE TURNING POINT OF THE AMERICAN REVOLUTION
BOX 700, STILLWATER, NY 12170 (518) 664-6148, FAX (518) 664-9537



OFFICE OF THE TOWN CLERK

Application for Public Access to Records under the Freedom of Information Act – (F.O.I.L)

FOIL Process and Form (page2)

Within five business days of the receipt of a written request for a record reasonably described, we will contact you to notify you if such record is available, if the request is denied, or to provide acknowledgment of the receipt of such request.

If such records requested are available our office will provide you with an estimate of when the records you request will be available, which shall be reasonable under the circumstances of the request. This date is determined by the number of documents you request, their format, their availability, the time it takes to redact any information that cannot be disclosed pursuant to FOIL, the time it takes to assemble the documents, and other factors.

If the records you request require a fee to be paid, you will be notified prior to the records being released to you. Unless a different fee is otherwise prescribed by statute, Public Officers Law §87(1) authorizes an agency to charge a fee of 25¢ per copy for copies of records up 9"x 14", or the *actual cost* of reproducing a record. In determining the actual cost of producing a record, an agency may include only:

- an amount equal to the hourly salary attributed to the lowest paid agency 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; and
- 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.

Once the requested records are prepared, you may receive the records via email, fax, paper, CD/DVD, or USB. Records are available for inspection by appointment.

Under provisions of the Public Officers Law you may appeal a FOIL determination. If you desire to submit such an appeal, you must do so within 30 days of the written response to your FOIL request. Please include a copy of the original request for records and a copy of the FOIL response letter you received along with your appeal letter and mail to Town Supervisor.

You will be informed in writing of the decision within ten business days of our receipt of such an appeal.

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OFFICE OF THE TOWN CLERK

STAMP RCVD:

Application for Public Access to Records under the Freedom of Information Act – (F.O.I.L)

Applicant Information (Please type or print clearly) Date: _____

Name: _____

Organization: _____

Mailing Address _____

Phone: _____ **Email:** _____

In the section below please provide a reasonable description of your requested information. To help us help you, please be specific in your request and list each item separately below.

I wish to obtain copies of or inspect the following records:

1. _____
2. _____
3. _____
4. _____

Signature: _____ **Date:** _____

| | | | |
|----------------------------|-------------|---|---------|
| Single sheet up to 8½ x 11 | \$.25 | Double Sided up to 8½ x 11 | \$.50 |
| Single sheet 11 x 17 | \$.50 | Double sided 11 x 17 | \$ 1.00 |
| DVD/USB | \$5.00 each | Large Scaled Maps Based on reproduction costs | |

For Office Use Only:

Amount Due: _____ **Paid:** _____ **Date:** _____

Copy to Department _____ Date: _____

Department- Return this completed form back to Town Clerk for filing.

Approved **Denied** Reason for Denial: _____

Signature: _____ **Dept.** _____ **Date:** _____