

# Town of Nichols

## Freedom of Information Law (FOIL) Request Form

Notice under the New York State Freedom of Information Law (Public Officers Law, Article 6):

Any person may request access to records maintained by the Town of Nichols.

Requests must be in writing and reasonably describe the records sought.

The Town Clerk must respond within five business days of receipt by either granting access, denying the request, or acknowledging. Certain records may be exempt from disclosure as defined in Public Officers Law §87(2).

Fees may be charged for reproduction of records. A denial may be appealed pursuant to §89 of the Public Officers Law.

Name:

Address:

City/State/Zip:

Phone:  Email:

Description of Records Requested (be as specific as possible):

Date Range of Records (if known)

Preferred Format:  Inspect Records  Paper Copies  Electronic Copies

Preferred Delivery Method:  Pickup  Mail  Email

Requester Signature:  Date:

### Office Use Only

Date Received:  FOIL Request #:

Disposition:

Fees Charged:  Completed By: