

FREEDOM OF INFORMATION (FOIL) REQUESTS

FREEDOM OF INFORMATION REQUEST FORM

VILLAGE OF ROUND LAKE - SARATOGA COUNTY

TO: RECORDS ACCESS OFFICER

ROUND LAKE VILLAGE HALL

PO Box 85, 49 BURLINGTON AVE. ROUND LAKE NY 12151

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD(S):

SIGNATURE

DATE

REPRESENTING

PHONE NUMBER

MAILING ADDRESS

Please note that under Public Officers Law section 89 (3)(a) the records access officer has five days to respond to the FOIL request and 20 days to grant the request depending on the circumstances.

Please note there is a \$0.25 per page fee for all FOIL requests.

Also note the Committee on Open Government has been established within New York State Department of State as mandated by FOIL. It will provide a written advisory opinion to written requests.

www.dos.state.ny.us/coog/

FOR VILLAGE USE ONLY

APPROVED ()

DENIED ()

Record of which this agency is Legal Custodian cannot be found. ()

Record is not maintained by this Agency ()

SIGNATURE

TITLE

DATE

Notice: You have the right to appeal a denial of this application to the Village of Round Lake Board of Trustees

NAME

ADDRESS

PHONE NUMBER

I HEREBY APPEAL