



PROCEDURES FOR PUBLIC INFORMATION REQUESTS **UNDER FOIL**

PLEASE NOTE: FOIL does not require that the records access officer immediately provide access to a request for records. It is the policy of the Village of Trumansburg to make non-exempt records available to a request under FOIL in as timely a manner as circumstances permit.

To that end, within five (5) business days of the receipt of a Public Information Request under FOIL, the Records Officer for the Village of Trumansburg will respond in one or more of the following ways:

- 1) The records will be provided.
- 2) The request will be denied, in writing, and the requesting party will be informed of their right to appeal.
- 3) A written acknowledgement of the receipt of the request will be provided, and an approximate date when the record will be provided, in whole or in part, or the request will be denied, in whole or in part, will be furnished to the requesting party.



PUBLIC INFORMATION REQUEST

Requester: _____ Address: _____

_____ Zip: _____ Phone: _____

INFORMATION REQUESTED: Project/Subject: _____

_____ Date of Request: _____

Document Date:	Description of Information Requested:
_____	_____
_____	_____
_____	_____
_____	_____

Received By: _____ Date: _____

Staff Person Signature: _____ Date: _____

Number _____ of Photocopies at \$ _____ Per Copy = Total Collected: _____

VILLAGE OF TRUMANSBURG USE ONLY – For request made under the Freedom of Information Act:
APPROVED _____ DENIED _____ (FOR THE REASON(S) CHECKED BELOW)

- _____ Confidential Disclosure
- _____ Part of Investigatory Files
- _____ Exempted by stature other than FOIL
- _____ Unwarranted Invasion of Personal Privacy
- _____ Other (specify) _____

Department Head Signature Title Date

Records Access Officer Signature Date

NOTICE: Requester has the right to appeal a denial of information requests to the Records Access Officer of the Village of Trumansburg, who must fully explain his/her reasons for such denial in writing seven (7) days from receipt of appeal.

I HEREBY APPEAL:

Signature: _____ Date: _____