

TOWN OF CALEDONIA  
3109 MAIN STREET  
CALEDONIA, NY 14423  
585-538-4927

**APPLICATION FOR PUBLIC ACCESS TO RECORDS**  
**F.O.I.L. REQUEST**

TO: RECORDS MANAGEMENT OFFICER

Name of Applicant: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

Records requested (please be as specific as possible:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR TOWN USE ONLY**

Approved:  \_\_\_\_\_

Denied:  \_\_\_\_\_

Confidential Disclosure  Record is not maintained by Agency

Unwarranted Invasion of Personal Privacy

Exempted by Statute other than FOIL

Record Cannot Be Found

Part of Investigatory Files  Other (specify)

Number of Copies: \_\_\_\_\_

Received at \$.25 per copy \_\_\_\_\_

Date of Response: \_\_\_\_\_

Paid date: \_\_\_\_\_

New York State's Freedom of Information Law (Public Officers Law §87 et. seq. ) allows members of the public to access records of governmental agencies. FOIL provides a process for the review and copying of an agency's records. More information about the Freedom of Information Law can be found at: <http://www.dos.state.ny.us/coog/foil2.html>