

Town of Rutland

FOIL REQUEST FORM

28411 NYS Route 126
Black River, New York 13612
315) 788-3440
Fax (315) 788-3446

FREEDOM OF INFORMATION LAW (FOIL) REQUEST FORM

All requests must be made in writing. This form may assist you in structuring your request. Please complete this form and email to townclerk@townofrutland-ny.org or mail to:

Town of Rutland
Attention: Samantha Sawyer
28411 NYS Rt. 126
Black River, N.Y. 13612

A request shall reasonably describe the record(s) sought. Whenever possible, a person requesting records should supply information regarding dates, file designations or other information that may help to describe the records sought. Please attach any supporting documentation.

Date: _____

Name: _____

Address: _____

Telephone: _____

Email: _____

Please specify/describe the records you are requesting:

Purpose for Request (optional):

How would you like to receive the records:

[] Paper Copies

***The fee for photocopies not exceeding nine inches by 14 inches is \$0.25 per page

[] Electronic Copies (email listed above)

OFFICE USE

Responsible Parties for FOIL Form:

- [] Town Clerk [] Town Court
[] Zoning Department [] Planning Department
[] Town Assessor [] Clerk to the Supervisor

Signature of Samantha Sawyer, Records Access Officer

FOIL Received Date: _____
Response By Date: _____

- [] FREE Electronic Copies
[] \$0.25 Per Page Fee for photocopies
[] Cash [] Card [] Check
Check #: _____
Receipt #: _____
Payment Date: _____
Received by: _____