



Village of Pelham Manor

Freedom of Information (F.O.I.L.) Request Form

The Village Clerk will begin response procedures upon receipt of a completed form. This form may be submitted by mail, hand delivery, or via email through our website on the FOIL webpage: <https://www.pelhammanor.org/260/Freedom-of-Information-FOIL-Request>

To: Records Access Officer (Village Clerk)
Village of Pelham Manor
4 Penfield Place
Pelham Manor, NY 10803

I hereby request access to the following records:

Please indicate your preferred method to receive the requested records (electronic, paper copies, view the records at Village Hall by appointment). Due to various circumstances, your preferred method may not be available. If this is the case, you will receive notice regarding such. _____

Submitted by:

Name: _____

Address: _____

Phone: _____

Email: _____

Signature: _____ Date: ____ / ____ / ____