



VILLAGE OF DOBBS FERRY

Village Clerk

112 Main Street, Dobbs Ferry, New York 10522

E-mail: ldreaper@dobbsferry.gov and dbonilla@dobbsferry.gov

Phone: (914) 231-8504 • Fax: (914) 693-3470

www.dobbsferry.gov

DATE RECEIVED:

FREEDOM OF INFORMATION LAW (FOIL) REQUEST

SECTION 1 – TO BE COMPLETED BY FOIL APPLICANT

YOUR NAME (FIRST M. LAST)

ADDRESS

SUITE/APT.

TELEPHONE HOME

CITY

STATE

ZIP CODE

TELEPHONE MOBILE

COMPANY/BUSINESS NAME

TELEPHONE WORK

E-MAIL

FAX

SIGNATURE OF APPLICANT

DATE OF APPLICATION

DESCRIPTION OF RECORDS:

RELATING TO STREET ADDRESS:

SECTION _____ BLOCK _____ LOT _____

☐ I am requesting copies of the records, and, hereby agree to pay the lawful reproduction costs plus applicable postage.
(Twenty-five cents/page for photocopies. Requests for specialized documents (blueprints, maps, etc.) will be charged at the Village's cost to reproduce. In cases requiring specialized computer services to produce records, applicant can also be assessed at the hourly rate of the lowest paid employee capable of reproducing the records.)

SECTION 2 – TO BE COMPLETED BY THE VILLAGE OF DOBBS FERRY

A dated copy of this form will be e-mailed, faxed or mailed to you in acknowledgement of your request, as required by the Public Officer's Law that a municipality respond to this original request within five (5) business days.

☐ **FOIL Request APPROVED**
DATE: _____

AMOUNT DUE: _____ PAGES x .25¢ = _____; OR SPECIALIZED RECORD FEE: _____

☐ NO FEE DUE, RECORDS SENT TO FOIL APPLICANT VIA E-MAIL

☐ **FOIL Request DENIED** for the reason(s) checked below DATE: _____

☐ Records requested are not on file in the Village of Dobbs Ferry
☐ Request fails to reasonably describe the records
☐ Trade secrets or submitted by a commercial enterprise or derived from information obtained from a commercial enterprise and which would cause substantial injury to the competitive position of the subject enterprise
☐ Impair present or imminent contract awards or collective bargaining agreements
☐ Compiled for Law Enforcement purposes and would:
I – Interfere with Law Enforcement investigations or judicial proceedings
II – Deprive a person of a right to a fair trial or impartial adjudication
III – Identify a confidential source or disclose confidential information relating to a criminal investigation; or
IV – Reveal criminal investigative techniques or proceedings

☐ Could endanger the life or safety of any person
☐ Inter-agency or intra-agency materials
☐ Specifically exempted from disclosure by State or Federal statute
☐ Unwarranted invasion of personal privacy
☐ Examination questions or answers requested prior to the final administration of such questions
☐ If disclosed, would jeopardize the capacity of an agency or an entity that has shared information with an agency to guarantee the security of its information technology assets, such assets encompassing both electronic information systems and infrastructures
☐ Are photographs, microphotographs, videotape or other recorded images or information and data prepared under authority of the NYS Vehicle and Traffic Law

SIGNATURE OF RECORDS ACCESS OFFICER:

THIS SECTION IS ONLY FOR FOIL DENIAL APPEAL REQUESTS

NOTICE TO APPLICANT: You have a right to appeal a denial of this application in writing to the Village Administrator of the Village of Dobbs Ferry who must fully explain their reasons for support of such denial in writing.

I HEREBY APPEAL: _____
SIGNATURE

DATE: _____