



Town of Lincoln, NY - FOIL Quick Reference Guide

1. Understand what FOIL is:

- The Freedom of Information Law (FOIL) is a New York State law that grants the public the right to access government records.
- It applies to most government entities in New York, including towns.
- FOIL presumes that all government records are available to the public, unless an exemption applies.
- FOIL applies to existing records and does not require agencies to create new records in response to a request.

2. Identify the Town's Records Access Officer:

- Each government entity, including towns, should have a designated Records Access Officer responsible for handling FOIL requests.
- Our Town Clerk also serves as the designated Records Access Officer and can be reached at the Town Clerk's office at (315) 697-8837 or email lincolnnycclerk@gmail.com.

3. Draft Your FOIL Request:

- Be Specific: Clearly describe the records you are seeking. Include details such as dates, names, and subjects.
- Specify Delivery Method: Indicate whether you'd like to inspect the records or receive copies by mail or email.
- Include Contact Information: Provide your email, mailing address, and phone number.
- Willingness to Clarify: State that you're open to clarifying your request if needed.
- Mention FOIL's Timeframes: Agencies must acknowledge your request within 5 business days and provide a timely response (up to 20 business days).

4. Submit Your Request:

- FOIL requests can be submitted via email, regular mail, or an online portal (if available).
- The Town of Lincoln has a FOIL Request Form available visit the town website or contact the Town Clerk.

5. What to Expect After Submission:

- Initial Response: The town must acknowledge your request within 5 business days.
- Processing Time: A response must be provided within up to 20 business days or an updated timeline must be given.
- Fees: Copies are typically \$0.25 per page. Special requests may involve additional fees.
- Inspection vs. Copies: You may choose to inspect records in person at no cost.

6. Tips for Success:

- Visit the Town Website for FOIL forms and contact info.
- Contact the Town Clerk for guidance.
- Check the NYS Committee on Open Government for FOIL resources.
- Follow up if you don't receive a timely response.
- Consult an attorney for complex or unresolved FOIL issues.



TOWN OF LINCOLN

FREEDOM OF INFORMATION LAW (FOIL) REQUEST FORM

6886 Tuttle Road, Canastota, NY 13032 | Phone: (315) 697-8837

Email: lincolnnycclerk@gmail.com

Date of Request: _____

Requester Information

Full Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Description of Records Requested

Please clearly describe the records you are requesting. Be as specific as possible, including names, dates, file types, departments, or subject matter involved:

Time Period of Records Requested

From (MM/DD/YYYY): _____ To (MM/DD/YYYY): _____

Preferred Access Method

☐ Email Copies ☐ Paper Copies ☐ On-Site Inspection

Certification

I certify that the information provided above is true to the best of my knowledge. I understand that any applicable fees for reproduction or mailing may apply.

Signature: _____

Date: _____

TOWN OF LINCOLN

FREEDOM OF INFORMATION LAW (FOIL) REQUEST FORM

6886 Tuttle Road, Canastota, NY 13032 | Phone: (315) 697-8837

Email: lincolnnycclerk@gmail.com

For Office Use Only

Date Received: _____

Received By: _____

Response Due Date: _____

Date Fulfilled: _____

Notes:
