



Village of Youngstown

VILLAGE CENTER • 240 LOCKPORT STREET
P. O. Box 168
YOUNGSTOWN, NEW YORK 14174-0168

TELEPHONE:
(716) 745-7721
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(716) 745-3400

Application for Public Access to Records Freedom of Information Law (FOIL) Request

Application date: _____

Name of applicant/representative: _____

Firm/business name (if applicable): _____

Applicant address: _____

Applicant phone: _____ Applicant email: _____

I hereby apply to: ☐ Inspect ☐ Receive copies (\$.25 each) of the following records:
(Please give an accurate description of records requested. Use additional paper if necessary.)

Applicant signature: _____

Within five (5) working days of the written request, the Village of Youngstown will make these records available, give reason for denial or furnish written acknowledgment of the request and make a statement of the approximate date the request will be granted. See reverse for further information.

Internal use only

☐ Approved ☐ Denied Reason: ☐ No record filed with the Village
☐ Records not maintained by the Village
☐ Other: _____

Copies Number of pages: _____ Total fee (No. of pages x \$.25) \$ _____

Date materials provided: _____ Provided by: _____

Applicant acknowledgment: I hereby acknowledge receipt of the above requested material

Signature:

Date:

Freedom of Information Law (FOIL) Request

Be as specific as possible when requesting records so that we may easily identify which records maintained by the Department are responsive to your request.

What happens to my request when received by the Village?

Your request is given to the Department where the records reside. The Department will then identify and locate the records you have requested. The Village will review them for responsiveness to your request and insure that release of the records complies with the Freedom of Information Law. The materials are photocopied (if requested) and sections that are determined to be non-releasable are blacked out. Sometimes an answer to a request may take some time to assemble.

How soon can I expect an answer?

The Village Clerk's office will acknowledge your request within five (5) business days. In this acknowledgment, you will be advised that you may expect a response to your request within twenty (20) business days. If you have not received notice of completion of your request within twenty (20) business days, please feel free to contact the Village Clerk's office.

What items are exempt from disclosure?

Article 6 of the Public Officers Law, Section 87, includes nine conditions for denial of access. Some of the most common requests received that involve exemption from disclosure are:

- Anything that may result in an unwarranted invasion of personal privacy. For example: home telephone numbers, home addresses and social security number.
- Trade secrets – records that if released could cause harm to the competitive position of a business or enterprise.
- Information gathered for law enforcement purposes, which, if disclosed, could interfere with due process.
- List of names and addresses which would be used for commercial or fund-raising activities.

May I see the documents before I decide if I want copies?

Yes. When you submit your request to us, you may specify if you would like to inspect the documents. We will contact you to come to our offices and view the materials. Arrangements will be made if you desire photocopies of documents. You will be charged for any copies of documents that had portions blacked out and rephotocopied before your review, even if you elect not to take them.

What is the fee?

You will be charged 25 cents (\$.25) per page for photocopying. Please make your check payable to the Village of Youngstown.

What if my application is denied?

You have a right to appeal a denial of this application (in writing) to the Village Board who will fully explain (in writing) within fourteen (14) business days of receiving the appeal.