



Town of
MINERVA
 ESSEX COUNTY, New York

Town Clerk Date Stamp

**FREEDOM OF INFORMATION LAW (F.O.I.L.)
 APPLICATION FOR ACCESS TO PUBLIC RECORDS**

SECTION 1 - TO BE COMPLETED BY APPLICANT I HEREBY APPLY TO REVIEW OR HAVE COPIED THE RECORD(S) DESCRIBED BELOW:		
Name of Applicant:	Mailing Address of Applicant (include suite if applicable):	
Name of Business or Firm:	City:	State: Zip Code:
Date of Application:	Phone:	
Method of Response: (Choose one) <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Phone Call to Pickup	Email:	
Signature of Applicant:	Requested Information Department (if known):	
DESCRIPTION OF RECORD SOUGHT TO INSPECT AND ANY SPECIAL INSTRUCTIONS. Please describe the record(s) sought in as specific detail as possible, with address, date or time frame, if applicable. If we cannot determine what record(s) you seek, your application will be denied. Under the NYS FOIL Law, the Town of Minerva is <u>only</u> required to supply DOCUMENTS THAT ALREADY EXIST (NYS POL Article 6) .		
FEE SCHEDULE Be advised that there is a statutory fee due (\$.25 per page, not in excess of 8.5x11) for copies. For anything else, including digital formats, cost of reproduction will be charged. Deposits may be required for voluminous requests. Copy fees are to be paid for any pages required to be redacted prior to viewing a file. FOIL requests will not be processed for any person or company who fails to pay any outstanding FOIL fees due for a prior FOIL request. Email/digital copies will be prepared unless specifically requested otherwise.		
SECTION 2 - TO BE COMPLETED BY AGENCY RECORDS ACCESS (FOIL) OFFICER Receipt of this request is hereby acknowledged. Please allow Twenty (20) business days for processing before contacting this office.		
Date:	Received by:	Application Number:
Response Deadline:	Method of delivery/contact:	Confirmation of delivery:
Fee for copies:	Paid(if applicable):	
Town Clerk, 5 Morse Memorial Hwy, PO Box 909, Minerva, NY 12851 (518)251-2869 Ext. 101. Please note: The Public Officer's Law requires a municipality to acknowledge receipt of the FOIL request within five business days		