



PO BOX 118 • 216 BROWN BLVD • BROWNVILLE, NY 13615 • 315-782-7650  
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## FREEDOM OF INFORMATION LAW (FOIL) REQUEST FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please Indicate the records you are requesting:

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Please be aware that the Freedom of Information Law of New York State allows a municipality to take up to five (5) business days to acknowledge your request. The production of certain records may require up to 20 business days of that acknowledgement.

Pursuant to the New York State Freedom of Information Law (FOIL), the Village may charge the following fees for fulfilling record requests:

- **Paper Copies:** \$0.25 per page for standard 8½" x 11" or 8½" x 14" paper copies.
- **Electronic Records:** No fee will be charged for records sent electronically unless special programming or redaction is required.
- **Non-Standard Formats or Media:** For copies that are not standard size or are provided on alternative media (e.g., flash drive, CD), the actual cost of reproduction and materials may be charged.
- **Preparation Time:** If preparing electronic records takes more than 2 hours of employee time, the Village may charge for the actual hourly salary of the lowest-paid employee capable of completing the task.

If applicable, an estimate of total charges will be provided before the request is fulfilled.  
Payment must be received prior to the release of records.

*The Village of Brownville provides access to public records pursuant to the New York State Freedom of Information Law (FOIL). While FOIL does not restrict the purpose for which public records may be used, the Village does not authorize or endorse the sale, redistribution, or commercial use of personal data obtained through this request. Requesters are reminded that additional state or federal privacy laws may apply to how this information may be used after disclosure.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY:** Date Requested: \_\_\_\_\_ Respond By: \_\_\_\_\_