

FREEDOM OF INFORMATION LAW (FOIL) Request Form



RECORDS ACCESS OFFICER
Village of Greenwood Lake PO
BOX 7, 18 Church Street
Greenwood Lake, NY 10925
clerk@villageofgreenwoodlake.org

Overview of FOIL Process:

1. Within five business days of receipt of your request, the Village of Greenwood Lake will either 1) provide the requested records; 2) deny the requested records; or 3) If the records or response cannot be provided within five business days, the Village will acknowledge your request and advise you of the number of days that the Village of Greenwood Lake will need to respond to the request (typically not more than twenty business days from the date of receipt of the request).
2. Depending on the manner in which you submitted your FOIL request, you will receive an email or letter from the Village of Greenwood Lake granting or denying your request. If your request is denied, you have the right to appeal the denial of your request to the Village Board and the response will include instructions on appeal.

Information About the Person Making the Request

Date of Request: _____

First Name: _____ Last Name: _____

Organization: _____

Email address* _____

Mailing address: _____ City, State: _____ Zip Code: _____

Telephone Number: _____

Signature: _____ Representing: _____

****Records requested can be provided electronically if available in electronic format. If records are not in electronic format, there will be a charge of 25 cents per page for copies up to 8.5 x 14 inches. Larger records will cost more to copy and you will be provided with an estimate to be paid in advance.***

Requested Records

Use the space below to describe what is being requested. Requesters should provide detailed and specific information to help the Village of Greenwood Lake locate the records you are requesting. (e.g. block-lot- number, street address, summons number, date range, types of records you are requesting).