

Mahopac Vol. Fire Dept. Foil Request Form

FREEDOM OF INFORMATION LAW (FOIL)

New York State's Freedom of Information Law (Public Officers Law §87 et. seq.) allows members of the public to access records of governmental agencies. FOIL provides a process for the review and copying of an agency's records. Please download and print this form and once completed, return with applicable fees to:

Records Access Officer

Mahopac Volunteer Fire Dept

P.O. Box 267

Mahopac, New York 10541

Re: Freedom of Information Law Request for Records

Dear Records Access Officer,

Under the provisions of the New York Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request a copy of records or portions thereof pertaining to (or containing the following) :

Date of Incident: _____ Address of Incident: _____

(identify/describe the records and provide all relevant information and include dates of records if possible)

I understand there is a fee of \$ 10 for duplication of the records requested.

As you know, the Freedom of Information Law requires that an agency respond to a request within five business days of receipt of a request. Therefore, I would appreciate a response as soon as possible and look forward to hearing from you shortly.

If for any reason any portion of my request is denied, please inform me of the reasons for the denial in writing and provide the name and address of the person or body to whom an appeal should be directed.
Sincerely,

Signature: _____

Print Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

E-mail Address: _____

Phone Number: (____) _____