



TOWN OF CLIFTON PARK

Caitlin Fantini – Town Clerk

clerk@cliftonpark.org

One Town Hall Plaza | Clifton Park, NY 12065

518.371.6681

www.cliftonparkny.gov

FOIL Request Form

To request access to public records of the Town of Clifton Park, **you must complete the attached application only** and forward it to the Town Clerk (in person) or email clerk@cliftonpark.org.

All requests must be in **legible print** and must include your name, address, phone number, and email address.

The New York State Freedom of Information Law (FOIL) requires that an agency acknowledge a request within five (5) business days of receipt (the day the request is received, Saturdays, Sundays & holidays are not counted in calculating the five (5) business days).

If you do not receive confirmation of receipt within five (5) business days, please resend your request. Please wait a full five (5) business days before resending.

The agency has up to twenty (20) business days to respond to a request and will respond as soon as possible. If we are unable to fulfill the request within the twenty (20) business days we will contact you with a reason and date within a reasonable time.

If any portion of the request is denied, you will be advised of the reason for denial. Under the provisions of the Public Officers Law, you may appeal FOIL determination. You must do so within 30 days of the written response to your FOIL request. Such appeals should be addressed to the Supervisor of the Town of Clifton Park, One Town Hall Plaza, Clifton Park, NY 12065.

All FOIL requests will be addressed in the order they are received; please plan accordingly.

This request will remain on file for six months from the date of final determination and will be destroyed thereafter.

FOIL requests will not be processed for any person or company who fails to pay any outstanding FOIL fees due for prior FOIL requests.

Under the New York State FOIL, the Town of Clifton Park is only required to supply *documents that already exist* (NYS POL Article 6).

May be subject to a statutory fee (\$0.25 per page, not in excess of 9x14) for copies.

