



Freedom of Information Law Request Form

TO: Records Access Officer
Village of Westfield
23 Elm Street – Eason Hall
Westfield, NY 14787

Re: Freedom of Information Law Request

To Whom It May Concern:

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

(In the above space, Identify/describe the records as clearly as possible and provide all relevant information and include dates of records, if possible).

If my request appears to be extensive or fails to reasonably describe the records I am requesting, I understand that I may be contacted OR an email will be sent to me at:

_____ (please indicate your email address in the above space provided where you may be reached regarding this request.)

I understand there is a fee of \$.25 per page for duplication of the records requested.

If fees apply, please contact me if costs will be greater than: \$_____.

I understand that I will be notified if the fees exceed this amount prior to my request being filled.

Please note: The Village will acknowledge receipt of your request and inform you of your next steps at the email address provided above or alternatively, at your physical mailing address information provided below. If you are updating a previously submitted FOIL request, please note that in your description. Your FOIL request will be reprocessed as a new original FOIL request. Thank you.

Sincerely,

Name:

Address:

City _____, State _____, ZIP code _____