

# Village Of Dansville

14 Clara Barton Street

Dansville, NY 14437

Ph: (585) 335-5330 Fax: (585)335-4120

## **APPLICATION FOR PUBLIC ACCESS TO RECORDS**

(F.O.I.L. – Freedom of Information Act Request Form)

Date: \_\_\_/\_\_\_/\_\_\_

Description of Records Sought: (Be specific give full names, alias, etc.)

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Name of person requesting F.O.I.L.: \_\_\_\_\_

Organization (If Any): \_\_\_\_\_

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

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

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

Once your F.O.I.L. request has been reviewed, and if such records exist, copies are \$ .25 per page. Full payment is required before records are released. If you are denied access and are dissatisfied with this determination, please submit a written appeal and a copy of this form to:

Village Clerk's Office  
14 Clara Barton Street  
Dansville, NY 14437  
jnolan@villageofdansvillenyny.gov



### **FOR OFFICE USE ONLY**

#### **Denial of Access**

I hereby certify that access has been denied to the applicant for the following reason(s):

- |  |   |
|--|---|
| <input type="checkbox"/> Exempt by other statute     | <input type="checkbox"/> Confidential disclosure                  |
| <input type="checkbox"/> Part of investigatory files | <input type="checkbox"/> Unwarranted invasion of personal privacy |
| <input type="checkbox"/> Case currently active       | <input type="checkbox"/> Case sealed by statute                   |
| <input type="checkbox"/> Other _____                 |   |

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