



VILLAGE OF CATSKILL

422 MAIN STREET
CATSKILL, NEW YORK 12414
(518) 943-6564
FAX (518) 943-2508

For internal use only:

Received by:
 Anna Signoretti
 Shari Kimmel
 Rachael Story

FOIL # _____
Date Received: _____

FOIL REQUEST

Application for Public Access to Records

NAME: _____

ADDRESS: _____

AGENCY OR FIRM: _____

PHONE: _____

EMAIL: _____

Check here if records are to be mailed to your address.

Department: (Only one department per request.)

- | | |
|--|--|
| <input type="checkbox"/> ACCOUNTING | <input type="checkbox"/> CODE ENFORCEMENT |
| <input type="checkbox"/> DEPT. OF PUBLIC WORKS | <input type="checkbox"/> RECEIVER OF TAXES |
| <input type="checkbox"/> VILLAGE ATTORNEY | <input type="checkbox"/> VILLAGE CLERK |
| <input type="checkbox"/> VILLAGE PRESIDENT | <input type="checkbox"/> WATER/SEWER |

Specific Description of Record:

Format of Record:

- I request to be notified when I can come in to inspect the records as described above.
- I request copies of the records described above and agree to pay the cost of such records in accordance with the fee schedule.
- I request that the records be sent email to the address listed above.

Forms may be submitted via email to the Catskill Village Clerk: asignoretti@villageofcatskillny.gov

FOR DEPARTMENT USE ONLY:

Date received by Dept:	
Dept. Head approval:	
Date Applicant contacted:	
Date FOIL fulfilled or denied:	
Closed by:	
Date:	

NOTES:

Number of pages _____ Cost @ \$0.25/page \$ _____
 Check # _____ Cash _____
Total paid: _____

FOIL requests can be emailed, mailed, or dropped off at the Village Clerk’s office. If records are being requested from multiple offices, submit separate requests for each. The cost for copies of records is \$0.25 per page for paper copies up to 9” x 14’. Copies for most other records will be the cost of reproduction. Other costs will be calculated in accordance with §87 of the Freedom of Information Law.

Upon receipt of a FOIL request, the Village Clerk will assign the request a serial number. The request will then be entered into a database and forwarded to the appropriate department. Within 5 business days after the receipt of the request, the responsible department will make such record available to the person requesting it, deny such request in writing, or furnish a written acknowledgement of the receipt of such request and a statement of the appropriate date, which shall be reasonable under the circumstances of the request, when such request can be granted or denied. The approximate date will be within 20 days after receipt.

If the request cannot be fulfilled within 20 days, the department will provide the requester with an exact date that the record will, wholly or in part, be provided or made available.

The Village Clerk may require the requestor of certain FOIL requests to sign an affidavit that information being provided will not be used for solicitation or fund-raising purposes and that the requestor will not sell, give or otherwise make such information available to another person for the purpose of allowing that person to use the information for solicitation or fund-raising purposes.

The requestor may ask that the Village Clerk certify records being requested. Such requests will require that the requestor pay the appropriate fee for certified copies.

If a request is denied by the Village Clerk or appropriate custodian, the requestor may appeal such denial within seven business days of receipt of denial. Appeals must be submitted in writing and sent to the Village Clerk.

The information provided here is posted to assist you with your FOIL request. It will be updated as needed but is always to be considered subordinate to the Freedom of Information Law and the Village Code of Catskill. If at any time, the information posted here contradicts the Freedom of Information Law and the Village Code of Catskill, the information posted here is to be deemed invalid.