



**Freedom of Information Law (FOIL)
Request Form**

**Pamela Hogenes, Records Access Officer
Village of Victor
60 East Main Street
Victor, New York 14564**

Date: _____

Dear Record Access Officer:

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:

Requests must be as specific as possible and will be directed to existing records.

We will respond to your request within five (5) business days from the time we receive the request. If we must deny any request, you will receive written notification.

You may inspect documents first and then ask for copies only of the ones you actually want.

The cost of all documents copied for Freedom of Information Requests will be twenty-five cents (\$.25) per page. Additional charges apply for large documents, photographs, or tapes.

Records may be inspected, picked up in person, or mailed to applicant. If mailed, postage will be charged.

Sincerely,

| | |
|------------------------------------|--|
| _____ Signature | _____ Date |
| _____ Name- <i>Please Print</i> | _____ Email address |
| _____ Mailing Address | _____ Telephone |
| _____ City, state, zip code | _____ Agency represented (<i>if applicable</i>) |

NOTICE: YOU HAVE A RIGHT TO APPEAL A DENIAL OF THIS APPLICATION WITHIN 30-DAYS.

**Address Questions and/or Completed Form to: Village Clerk
Village Hall, 60 East Main Street, Victor, New York 14564**