

Freedom of Information Law (FOIL)

The Freedom of Information Law (FOIL), set forth in Article 6 of the Public Officers Law (§§84-90), is designed to ensure public access to government records. Under FOIL, an agency must make records available for public inspection and copying, except to the extent that records or portions thereof fall within one or more grounds for denial.

Submitting a FOIL Request:

- 1) *Include only one FOIL request per submission* to allow for appropriate tracking, servicing, and communication of all FOIL requests by the FOIL Officer.
- 2) The record request must be as specific as possible for the FOIL request to be completed sufficiently.
- 3) Specify where and how to send the record (mail, email, pickup, or fax).

Be Advised: Any FOIL request requiring over two hours of labor will be subjected to charges as per the Public Officers Law §87(1): Authorizing an agency to charge a fee of \$0.25 per copy for copies of records up to 9x14 inches, or the actual cost of reproducing the record. Please understand a record requires review prior to release, as a result, the record may not be immediately available. Any anticipated charges will be communicated to and approved by the FOIL requester prior to continuing with the request.

How to Submit a FOIL Request to the Town of Colton:

- 1) Email: clerk1@townofcolton.com
- 2) Mail: Town of Colton – Records Access Officer
94 Main Street
Colton, NY 13625
- 3) In-person: Written requests may be submitted to the Town of Colton, Clerk’s Office, 94 Main Street, Colton, NY 13625, between 8:30am – 4pm, Monday through Thursday.

After Submitting the FOIL Request:

Within five business days of receipt of a written request for a record reasonably described, the FOIL Officer (Records Access Officer) will send you a response either: making such record available; written denial of such request; or furnishing a written acknowledgement of the receipt of such request.

Denied FOIL - How to Appeal:

You will be notified in writing if the Records Access Officer denies access to records in whole or in part. You have the right to appeal, but you must do so within 30 business days of notice of the denial. An appeal must be filed in writing. Please include a copy of the original request for records, a copy of the FOIL response you received, and your appeal.

- 1) Email: stephen.knight@townofcolton.com
- 2) Mail: Town of Colton – Records Access Appeal Officer
94 Main Street
Colton, NY 13625

Questions or concerns? Review the FOIL Policy at the Town of Colton’s website or contact the FOIL Officer at 315-262-2810 ext1.