



OFFICE OF TOWN CLERK
Town of Cornwall
County of Orange
State of New York

Renata McGee
Town Clerk
183 Main Street
Cornwall, NY 12518
Phone (845) 534-9100
FAX (845) 534-4387
EMAIL: townclerk@cornwallny.gov

REQUESTED RECORDS AND APPLICANT INFORMATION

(I hereby apply to inspect the following records under the provisions of the Freedom of Information Law -FOIL):

DATE RECEIVED _____ DATE COMPILED _____

Prior to my receipt of such requested documents, I will pay the established fee of \$.25 per page or the actual cost of off-site reproduction.

Applicant Name _____ Tele # _____
Address _____ Fax # _____
City, State, Zip _____
Signature _____ Date _____

RESPONSES TO THE APPLICANT:

___ Records Provided: ___ In Full ___ Partially: Date Outstanding Records Will Be Presented _____

Description: _____

Date Inspected/Provided: _____ Copies made #Pages _____ x \$.25= Copy Cost \$ _____

- ___ RECORDS NOT AVAILABLE
- ___ Requested records, circled above cannot be found after diligent search.
- ___ The Town is not the custodian for the records indicated.
- ___ Records are not maintained in the format requested.

___ RECORDS DENIED

I hereby certify that the access to the records-or part of the records underlined above has been denied to the applicant for the reason (s) checked below:

- ___ Unwarranted invasion of personal property
- ___ Are examination questions or answers
- ___ Are inter or intra-agency materials that are not:
 - statistical or factual tabulations of data
 - instructions to staff that affect the public
 - final agency policy or determinations
 - external audits including but not limited to audits performed by the Comptroller and the Federal Government
- ___ Would endanger the life of any person
- ___ Are compiled for law enforcement purposes and which if disclosed would:
 - interfere with law enforcement investigations or judicial proceedings
 - deprive a person to the right to a fair trial or impartial adjudication
 - identify a confidential source or disclose confidential information relating to a criminal investigation, or
 - reveal criminal investigative techniques or procedure, except routine techniques or procedures
- ___ Would jeopardize the agency's capacity to guarantee the security of its information technology assets, such assets encompassing both electronic information systems and infrastructures

Records Custodian Signature: _____ Date: _____

(Please retain this page for your future reference)

Town of Cornwall FOIL Application for Access to Records*

INSTRUCTIONS TO THE APPLICANT:

The Town of Cornwall considers the provision of access to public documents through the Freedom of Information Law (FOIL) to be an important service and the key to open government. The following instructions outline the Town's process to assure that requested Town records are compiled and presented in an orderly, efficient and timely manner.

How To Request Access to Town Records

Please identify the specific records you wish to inspect or have copied by completing the information requested in the "APPLICANT" portion of the FOIL Application form and present, fax or mail it to the Records Access Officer, Cornwall Town Hall, 183 Main Street, Cornwall, NY 12518.

How We Process Your Request and When You Can Inspect the Records You Requested

Upon the receipt of this application, the Town Records Access Officer will respond according to the following guidelines:

- Upon receipt of the FOIL application, the Town Records Access Officer will log the request and begin the process of compiling the requested information.

When Records are Readily Accessible

- When an Application for Access to Records is presented in person and the requested records are readily accessible by an authorized Town employee, the requested records will be presented to the applicant for inspection immediately.

When Records are Not Readily Accessible

- If the requested records are not readily available, the applicant will be advised by mail when the records have been compiled and instructed to call to arrange a time to inspect or pick up copies of the requested records. Please Note: The Town of Cornwall will make every effort to compile and present the requested records for inspection within five business days. If the requested records cannot be compiled within that time frame, the applicant will be notified in writing as to when the records will be made available.

How to Obtain Copies of Records

After Inspection

- If after inspection of the requested records, you should desire copies, identify to the Records Access Officer the specific records to be copied.

Without Inspection

- If the Town record(s) you are requesting is a clearly definable and accessible document, you can have it copied for you without inspection.

In either case, you will be required to pay the established fee of \$.25 per copied page or the actual cost of off-site production when warranted, in advance of your receipt of the requested records.

Your Right to Appeal

- If you are denied access to records or portions of records, you may submit a written appeal to Town Board, Town of Cornwall, Town Hall, 183 Main Street, Cornwall, NY 12518. Please attach a copy of the FOIL Application form showing the "Records Denied" portion completed when filing your appeal.

* Please Note: The completion of this form is voluntary, however, it will facilitate access to the records you seek.