



Town of Westfield  
 23 Elm Street  
 Westfield, NY 14787  
 Phone: (716) 326-3211  
[town@townofwestfield.org](mailto:town@townofwestfield.org)



## Freedom of Information Law (FOIL) Records Request Form

<b>A P P L I C A N T</b>	<p><b><i>Requested Records and Applicant Information</i></b></p> <p>I hereby apply to inspect___ / obtain photocopies___ of the following records under the provisions of FOIL:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>I understand that photocopies of any record will cost the established fee of \$.25 per page (or the actual cost of off-site reproduction when warranted) and that all fees must be paid prior to receipt of such requested documents.</p> <p>Applicant Name: _____ Tel. No. _____        Address: _____ Email _____        City / ST / Zip _____        Signature _____ Date: _____</p>		
<b>R E C O R D S  C U S T O D I A N</b>	<p><b><i>Response to the Applicant</i></b></p> <p>_____ RECORDS PROVIDED: In Full _____ / Partially _____ Date Provided: _____</p> <p style="padding-left: 40px;">Copied Pages_____ @ \$.25 per page = Total Reproduction Cost _____</p> <p>Description: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____ RECORDS NOT AVAILABLE: (Requested records cannot be found after diligent search or the Town of Westfield is not the custodian of requested records)</p> <p>_____ RECORDS DENIED: (Access to the records or part of the records as indicated has been denied to the applicant for the reason(s) checked below)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>___ Unwarranted invasion of personal property</p> <p>___ Are intra-agency materials that are not:</p> <ul style="list-style-type: none"> <li>- Statistical or factual tabulations of data</li> <li>- Instructions to staff that affect the public</li> <li>- Final agency policy or determinations</li> <li>- External audits including but not limited to audits performed by the comptroller and Federal government</li> </ul> <p>___ Would endanger the life of any person</p> <p>___ Would jeopardize an agency's capacity to guarantee the security of it's information technology assets, such assets encompassing both electronic information systems and infrastructures</p> </td> <td style="width: 50%; vertical-align: top;"> <p>___ Would impair present or imminent contract awards or collective bargaining agreements</p> <p>___ Are examination questions or answers, or are Trade Secrets</p> <p>___ Are compiled for law enforcement purposes and which if disclosed would:</p> <ul style="list-style-type: none"> <li>- Interfere with Law Enforcement investigations or judicial proceedings</li> <li>- Deprive a person to the right to a fair trial or impartial adjudication</li> <li>- Identify a confidential source or disclose confidential information relating to a criminal investigation or</li> <li>- Reveal criminal investigative techniques or procedures except routine techniques</li> </ul> </td> </tr> </table>	<p>___ Unwarranted invasion of personal property</p> <p>___ Are intra-agency materials that are not:</p> <ul style="list-style-type: none"> <li>- Statistical or factual tabulations of data</li> <li>- Instructions to staff that affect the public</li> <li>- Final agency policy or determinations</li> <li>- External audits including but not limited to audits performed by the comptroller and Federal government</li> </ul> <p>___ Would endanger the life of any person</p> <p>___ Would jeopardize an agency's capacity to guarantee the security of it's information technology assets, such assets encompassing both electronic information systems and infrastructures</p>	<p>___ Would impair present or imminent contract awards or collective bargaining agreements</p> <p>___ Are examination questions or answers, or are Trade Secrets</p> <p>___ Are compiled for law enforcement purposes and which if disclosed would:</p> <ul style="list-style-type: none"> <li>- Interfere with Law Enforcement investigations or judicial proceedings</li> <li>- Deprive a person to the right to a fair trial or impartial adjudication</li> <li>- Identify a confidential source or disclose confidential information relating to a criminal investigation or</li> <li>- Reveal criminal investigative techniques or procedures except routine techniques</li> </ul>
<p>___ Unwarranted invasion of personal property</p> <p>___ Are intra-agency materials that are not:</p> <ul style="list-style-type: none"> <li>- Statistical or factual tabulations of data</li> <li>- Instructions to staff that affect the public</li> <li>- Final agency policy or determinations</li> <li>- External audits including but not limited to audits performed by the comptroller and Federal government</li> </ul> <p>___ Would endanger the life of any person</p> <p>___ Would jeopardize an agency's capacity to guarantee the security of it's information technology assets, such assets encompassing both electronic information systems and infrastructures</p>	<p>___ Would impair present or imminent contract awards or collective bargaining agreements</p> <p>___ Are examination questions or answers, or are Trade Secrets</p> <p>___ Are compiled for law enforcement purposes and which if disclosed would:</p> <ul style="list-style-type: none"> <li>- Interfere with Law Enforcement investigations or judicial proceedings</li> <li>- Deprive a person to the right to a fair trial or impartial adjudication</li> <li>- Identify a confidential source or disclose confidential information relating to a criminal investigation or</li> <li>- Reveal criminal investigative techniques or procedures except routine techniques</li> </ul>		

Records Custodian Signature \_\_\_\_\_ Date: \_\_\_\_\_