



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



Freedom of Information Law (FOIL) Records Request Form

A P P L I C A N T	<i>Requested Records and Applicant Information</i>		
	<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. _____</p> <p>Address: _____ Email _____</p> <p>City / ST / Zip _____</p> <p>Signature _____ Date: _____</p>		
R E C O R D S C U S T O D I A N	<i>Response to the Applicant</i>		
	<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"> - 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 Federal government <p>___ Would endanger the life of any person</p> <p>___ Would jeopardize an agency's capacity to guarantee the security of its 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"> - 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 procedures except routine techniques </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"> - 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 Federal government <p>___ Would endanger the life of any person</p> <p>___ Would jeopardize an agency's capacity to guarantee the security of its 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"> - 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 procedures except routine techniques
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Records Custodian Signature _____ Date: _____