

**VILLAGE OF ILION
FREEDOM OF INFORMATION LAW (FOIL)
GENERAL REQUEST FORM**

This form may be used by persons making a request for general information and/or records from the Village of Ilion pursuant to the New York State Freedom of Information Law (Public Officers Law Article 6). Requests may also be made by e-mail or regular mail.

Name of person making request _____ Date _____

If on behalf of an organization: _____
Name of organization

Address _____ City _____ State _____

Zip Code _____ Telephone _____

Email _____

Please describe your request. Clearly indicate the records you desire and include as much detail as possible, such as relevant dates, names, parties, descriptions or other information that may be helpful. Please use an additional sheet if necessary.

If your request is for a list of names and addresses, then you must sign and return the attached certification.

Some records may be available via email; however, some are not and must be either viewed by inspection at the Office of the Village Clerk or reproduced for copies at a charge of \$.25 per sheet for pick-up or mailing. Please be aware that additional charges can be levied for regular postage, providing a computer disk, and/or employee time over 2 hours, as indicated on the rules attached.

Please circle, for both 1 and 2, how you would prefer to have your request handled:

1. Acknowledge my request and provide any special instructions regarding availability of records via:
 - a. E-mail
 - b. US mail
2. Obtain records requested by:
 - a. E-mail
 - b. US mail
 - c. Picking them up at the Office of the Village Clerk
 - d. Inspecting the records at the Office of the Village Clerk

Please return this form to: The Village of Ilion Clerk, Municipal Building, 49 Morgan Street, Ilion, NY 13357.

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CERTIFICATION

Pursuant to NYS Public Officers Law Article 6 and Resolution of the Village of Ilion Board, any person requesting under the Freedom of Information Law a listing of names and a form of contact information must sign the following along with the request form.

As per my FOIL request dated _____ I certified that the listing of names of individuals along with any portion of addresses or contact information I am requesting will NOT be used for solicitation or fund raising purposes. I also certify that this list will not be sold to any other person or organization/agency/business for the purpose of solicitation or fund raising purposes.

Print Name _____

Date: _____

Signed _____