

CITY OF ONEIDA

FOIL REQUEST FOR PUBLIC RECORDS

RESPOND BY:

Office Use Only

NEW YORK STATE FREEDOM OF INFORMATION LAW (PUBLIC OFFICERS LAW, ARTICLE 6-SECTIONS 84-90)

Requestors are not required to use this form. The City may fill this out, in part, to accompany any written request for recordkeeping/tracking purposes.

DATE RECEIVED: _____ BY: _____

Check if received via: ☐ FAX ☐ EMAIL ☐ IN PERSON ☐ OTHER _____

REQUESTOR INFORMATION

(Please Print or Type)

Name:	Phone:
Firm/Organization:	Fax:
Street:	Email:
City:	State: Zip:

RECORDS REQUESTED

DATE RANGE: _____ TO _____

If Individual:

Name:	Date of Birth: (If Known)
Address: (If Known)	
City:	State: Zip Code:

TYPE OF RECORD REQUESTED:

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DESCRIBE REQUEST:

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PURPOSE OF REQUEST: _____

*Only required if requesting a list of names/addresses. Must provide proof of purpose.

REQUESTED RESPONSE FORMAT: ☐EMAIL ☐PICKUP ☐MAIL ☐FAX

SIGNATURE: _____ **DATE:** _____

(Requestor)

PLEASE DO NOT WRITE BELOW THIS LINE

FOR OFFICE USE ONLY

FOIL SENT TO:

- | | | |
|---|--|---|
| ☐ MAYOR | ☐ ASSESSOR | ☐ PLANNING |
| ☐ CITY MANAGER | ☐ CITY CHAMBERLAIN'S OFFICE | ☐ POLICE CHIEF |
| ☐ CITY ATTORNEY | ☐ CITY CLERK | |
| ☐ COUNCILOR-WARD 1 | ☐ CIVIL SERVICE | ☐ WATER SUPERINTENDENT |
| ☐ COUNCILOR-WARD 2 | ☐ CODES ENFORCEMENT | ☐ OTHER: _____ |
| ☐ COUNCILOR-WARD 3 | ☐ COMPTROLLER-DEPUTY | |
| ☐ COUNCILOR-WARD 4 | ☐ CITY ENGINEER | |
| ☐ COUNCILOR-WARD 5 | ☐ FIRE CHIEF | |
| ☐ COUNCILOR-WARD 6 | ☐ PARKS & RECREATION DIRECTOR | |

RECORDS ACCESS OFFICER (Print): SANDRA LAPERA-CITY CLERK/MONIQUE LUDWIG-DEPUTY CITY CLERK

RECORDS ACCESS OFFICER SIGNATURE: _____

☐APPROVED ☐DENIED _____ (reason) ☐NO RECORDS FOUND

FEE: ☐No Fee (Emailed/Personal Inspection)

Number of Pages: _____
.25 per Page: _____
Media: _____
Deposit: (_____) if applicable

TOTAL DUE: _____

DATE FOIL COMPLETED: _____

DATE REQUESTOR CONTACTED: _____ **BY:** _____