

## ***TOWN OF MONROE Freedom of Information Act (FOIL) Application***

<b>Section 1-To Be Completed by Applicant</b>			
I HEREBY APPLY TO REVIEW OR COPY THE RECORD(S) DESCRIBED BELOW			
Name of Applicant:		Telephone #	
Name of Business Firm:		Street Address:	
Name of Client Represented:		Town/City	State      Zip
Signature of Applicant:		Date of Application:	

<p><b>Description of Records Sought for Inspection.</b> Please describe the record sought in as specific detail as possible. In the case of property records, include Tax Map # this will enable the Town to accelerate its record search. Please remember that under the Freedom of Information Law the Town of Monroe is required to supply <b>Records</b> (e.g., public documents, maps, photographs) not <b>Information</b> (e.g., answers to questions).</p>
<input type="checkbox"/> I desire to view the documents requested during regular business hours
<input type="checkbox"/> I am requesting copies of the records, and, hereby, agree to pay the lawful reproduction cost plus applicable postage. [Twenty –five cents/page for photocopies. Request for specialized documents (blueprints, maps, etc.) will be charged at the Town’s cost to reproduce.]

<b>Section 2- To Be Completed by the Freedom of Information Officer (or Deputy Officer)</b>
An acknowledgement letter will be mailed to you acknowledging your request as required by the Public Officer’s Law that a municipality respond to the original request within five business days.
[After receipt is acknowledged you will receive a response as quickly as possible. Note that there is no specific limitation as to the time necessary to determine whether the records requested exist and to produce those records. If more than twenty (20) days are required you will be so notified.]

<b>Section 3- Notice to Applicant</b>
You have the right to appeal a denial of this application in writing to the office of the Town of Monroe Attorney 11 Stage Rd, Monroe, NY 10950 Phone: (845) 783-1900 FAX: (845) 782-5597 within 30 days of the denial. You will receive a response in writing within ten (10) business days of receipt of your appeal.