



VILLAGE OF GOWANDA

"Gateway to the Southern Tier"

27 E Main Street ♦ Gowanda NY 14070

(716)532-3353 ♦ Fax (716)532-2938

"The Village of Gowanda is an Equal Opportunity Provider and Employer."

Freedom of Information Law (FOIL) Request

To: Records Access Officer (Requests can be submitted electronically at gowclerk@gmail.com)

Date and Time: _____

Please reasonably describe the records that you are requesting. Be as descriptive as possible including any names and dates.

☐ I hereby request to inspect the record. (If record is not readily available you will be called when it is ready for inspection)

☐ I hereby request a copy of the record, for which I agree to pay \$.25 per page.

(The fee for reproducing a record may include the actual cost of the storage device or media; actual cost for engaging outside professional service to reproduce record; hourly salary for employee time used in reproducing the record.)

☐ I hereby request records be submitted to me electronically at the email address listed below.

Email Records To: _____

I attest that the information will not be utilized in a manner constituting an invasion of personal privacy or purposes of solicitation or fund raising as defined in the terms and provisions of Article 6 (Freedom of Information Law) of the Public Officers Law of New York State.

Signature

Print Name

Mailing Address

City

Zip Code

Telephone Number

The Records Access Officer has 5 business days from receipt of request that reasonably describes the requested records to approve, deny, or if a decision cannot be rendered within such time, send acknowledgment letter of the receipt of the request. Normal Business Hours for the Village of Gowanda are Mondays, Wednesdays, Thursdays, 8:00 am-4:00 pm, Tuesdays 8:00 am-5:00 pm and Fridays 8:00am-12pm, excluding all Federal/State Holidays.

FOR VILLAGE USE ONLY

Approved _____ Denied _____

Reason for Denial _____

Records Access Officer

Date

Pages Copied

Fees Collected