

Westfield, New York  
CHAUTAUQUA COUNTY

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VILLAGE OF WESTFIELD

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 _____ Address: _____ Email _____ 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>Copied Pages ___ @ \$.25 per page = Total Reproduction Cost _____</p> <p>Description: _____</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%; border: none;"> <p>___ Unwarranted invasion of personal property</p> <p>___ Are intra-agency materials that are not:</p> <ul style="list-style-type: none"> <li>- Statistical or factual tabulations of data</li> <li>- Instructions to staff that affect the public</li> <li>- Final agency policy or determinations</li> <li>- External audits including but not limited to audits performed by the comptroller and Federal government</li> </ul> <p>___ Would endanger the life of any person</p> <p>___ Would jeopardize an agency's capacity to guarantee the security of it's information technology assets, such assets encompassing both electronic information systems and infrastructures</p> </td> <td style="width: 50%; border: none;"> <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"> <li>- Interfere with Law Enforcement investigations or judicial proceedings</li> <li>- Deprive a person to the right to a fair trial or impartial adjudication</li> <li>- Identify a confidential source or disclose confidential information relating to a criminal investigation or</li> <li>- Reveal criminal investigative techniques or procedures except routine techniques</li> </ul> </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"> <li>- Statistical or factual tabulations of data</li> <li>- Instructions to staff that affect the public</li> <li>- Final agency policy or determinations</li> <li>- External audits including but not limited to audits performed by the comptroller and Federal government</li> </ul> <p>___ Would endanger the life of any person</p> <p>___ Would jeopardize an agency's capacity to guarantee the security of it's information technology assets, such assets encompassing both electronic information systems and infrastructures</p>
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Records Custodian Signature \_\_\_\_\_ Date: \_\_\_\_\_