



Village of Bainbridge

33 West Main St.
Bainbridge NY 13733
Phone: 607-967-7373
Fax: 607-967-7323

**Application for Public Access to Records
Under Freedom of Information Law (FOIL)**

To: Records Access Officer, Village of Bainbridge

Date: _____ (check one) Personal FOIL request Business FOIL request

I hereby apply to inspect the following record(s):

1. _____
2. _____
3. _____

Applicant Name: _____ Email address: _____

Applicant Address: _____

Applicant Contact Phone number: _____ Fax number: _____

Representing: _____

Address: _____

Actual time incurred to process and photocopy FOIL request documents will be charged to the applicant-- \$0.25 cents per photocopy page (additional charges for oversized documents).

Applicant Signature: _____ Date: _____

Received by: _____ Date: _____

___ **APPROVED** - records will be made available on or about _____

___ **DENIED** - for the reason(s) checked below:

- ___ Exempted from disclosure by state or federal statute.
- ___ Disclosure would result in an unwarranted invasion of personal privacy.
- ___ Disclosure would impair contract awards of collective bargaining agreements.
- ___ Records are compiled for law enforcement purposes and, if disclosed would interfere with law enforcement purposes and, if disclosed, would deprive a person of a right to a fair trial.
- ___ Identify a confidential source or disclose confidential info re: investigation.
- ___ Reveal non-routine criminal investigative techniques or procedures.
- ___ Disclosure would endanger the life or safety of any person .
- ___ Records are inter-intra-agency communications that are not (1) statistical or factual tabulations or data, (2) instructions to staff that affect the public, (3) final agency or determinations, or external audits.

___ **OTHER** _____

NOTICE: You have a right to appeal a denial of the application. You must appeal in writing to the Village Clerk of the Village of Bainbridge within thirty (30) days of the date of the denial. If the Village Clerk further denies access, the reason will be given to you in writing within ten (10) business days of the denial of your appeal.