

VILLAGE OF SOUTH GLENS FALLS 46 SARATOGA AVENUE SOUTH GLENS FALLS, NY 12803 PHONE: 518-793-1455

FAX: 518-793-3063

## **REQUEST FORM**

## FREEDOM OF INFORMATION LAW (F.O.I.L.)

DATE:	
REQUESTER NAME:	
PHONE NUMBER:	EMAIL:
RECORDS REQUESTED:	
	NUMBER OF COPIES:
<b>FEE:</b> The Village will charge \$0.25 per 8½" x 11" page and/or the actual cost of reproduction of certain other materials and records.	
The Clerk-Treasurer will acknowledge this request within five (5) business days and will comply within twenty (20) business days.	
	Approved Denied
Signature of Requester	By:
Village Clerk's Office Use ONLY	Pages attached
Date Received:	**If request is denied, see attached or note
Received by:	reason for denial.