

APPLICATION FOR PUBLIC ACCESS RECORDS

TO: RECORDS ACCESS OFFICER
VILLAGE OF ST. JOHNSVILLE
16 WASHINGTON STREET
ST. JOHNSVILLE, NEW YORK 13452

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORDS:

Signature _____ Date _____

Representing _____ Mailing address _____

FOR AGENCY USE ONLY

Approved _____

Denied (for reason checked below)

_____ Confidential Disclosure _____ Investigatory file

_____ Unwarranted Invasion of Personal Privacy

_____ Record of Which this agency is Legal Custodian cannot be found

_____ Record is not maintained by this agency

_____ Exempted by Statute other than the Freedom of Information Act.

_____ Other (specify) _____

Signature _____ Title _____ Date _____

NOTICE: You have a right to appeal a denial of this application to the Head of this Agency.

Name _____ Business Address _____

Who must fully explain his reasons for such denial in writing seven days of receipt of an appeal.

I HEREBY APPEAL:

Signature _____ Date _____

VILLAGE OF SAINT JOHNSVILLE POLICE DEPARTMENT

F. O. I. L. Requests

“The legislature hereby finds that a free society is maintained when government is responsive and responsible to the public, and when the public is aware of governmental actions”
(New York State Public Officers Law, Article 6 Section 84)

The Saint Johnsville Police Department has established the following procedure when complying with this legislation:

All F.O.I.L requests will be submitted to the Village Clerk located at:

Village of Saint Johnsville
16 Washington Street
Saint Johnsville, NY 13452

The only departmental records that will be provided upon request directly from the Saint Johnsville Police department will be to crime victims, parties involved in a motor vehicle accident- MVA-104a, and victims of Domestic Violence – DIR reports. All other requests must be directed to the Village Clerk after completion of a F.O.I.L request form.

Please note: Under NYS law this department has five **business days** to respond to the request. Please plan accordingly if records are required for a court appearance, etc.