

ROTTERDAM POLICE DEPARTMENT
101 PRINCETOWN ROAD
ROTTERDAM, NY 12306

FREEDOM OF INFORMATION LAW (FOIL) REQUEST

I wish to inspect/obtain (*circle one*) copies the following record(s):

Name _____

Mailing Address _____

Phone (W) _____ (H) _____

Email Address _____ Email Response Preferred yes no

TO: Applicant – your request is hereby:

APPROVED _____

TOTAL CHARGE: \$ _____

Records may be inspected, picked up in person, or mailed to applicant or sent via email, if practical. Fee for records is 25¢ per page plus the cost of postage, if mailed. Additional charges apply for large documents, photographs, tapes or electronic media storage. Please make checks payable to the “Town of Rotterdam” and remit payment to the address above attention Records Access Officer. Payment must be received before records may be released.

DENIED (or denied in part) for the reasons checked below:

- ____ Release of information would constitute an unwarranted invasion of personal privacy
- ____ Applicant may look at construction/building plans but not make a copy of them
- ____ Records requested cannot reasonably be located based on description
- ____ Release of information would endanger the life or safety of a person
- ____ No record exists which responds to request/record cannot be found
- ____ Record is not maintained by this agency
- ____ Interagency or intra-agency materials
- ____ Evidentiary records withheld as criminal action still pending
- ____ Exempted by a law other than FOIL _____
- ____ Identity withheld because no criminal action pending
- ____ Other _____

RECORDS ACCESS OFFICER

DATE

Any person denied access to records may appeal the denial in writing within 30 days. Such appeal shall be directed to the FOIL appeals officer of the Town of Rotterdam, 1100 Sunrise Blvd. Rotterdam, NY 12306, or by email at mcollins@rotterdamny.org.