Records Request (FOIL)

The Village Clerk serves as the Record Access Officer and works with various departments to ensure citizens have access to public records while safeguarding private information appropriately.

A “record” encompasses any information kept, held, filed, produced, or reproduced by, with, or for the Village, in any physical form, including but not limited to reports, statements, examinations, memoranda, opinions, folders, files, books, manuals, pamphlets, forms, papers, designs, drawings, maps, photos, letters, microfilms, computer tapes or disks, rules, regulations, or codes.

Contact Information:

Records Access Officer/Clerk
Municipal Building
20 W Summit Street
Lakewood, NY 14750
Phone: (716) 763-8557
Fax: (716) 763-4468
E-Mail: Troutman@lakewoodny.com

If the records you request require a fee, you will be notified beforehand. Upon receipt of payment, we will promptly provide you with the requested records. Unless otherwise prescribed by statute, Public Officers Law §87(1) authorizes the Village to charge a fee of 25¢ per copy for copies of records up to 9”x 14”, or the actual cost of reproducing a record. The actual cost of producing a record may include:

- An amount equal to the hourly salary attributed to the lowest agency-paid employee who has the necessary skills required to prepare the requested record(s), if at least (2) hours of Village employee time is needed to prepare a copy of the record(s) requested.
- The actual cost of the storage devices or media provided to the person making the request in complying with such request.
- The actual cost to the Village of engaging an outside professional service to prepare a copy of a record, but only when an agency’s information technology equipment is inadequate to prepare a copy, if such service is used to prepare the copy.

Once the requested records are prepared, you may receive them via email, fax, paper, CD/DVD, or USB. Records are available for inspection by appointment.

If you wish to appeal a FOIL decision, you may do so in writing to the Mayor within (30) days at the Office of the Mayor, Municipal Building, 20 W Summit Street, Lakewood, NY 14750.

Village of Lakewood
Application for Public Access to Records

To: Village of Lakewood
Records Access Officer/Clerk
20 W Summit Street
Lakewood, NY 14750

This form is provided only as a convenience. No particular form of request is required by law. Your request must be in writing. Pursuant to applicable provision of law, access to some or all of the records may be denied.

Record Identification: Identify records and/or reasonably describe documents you are interested in as clearly as possible. I hereby apply to access the following records:

_____

_____

_____

_____

_____

_____

Circumstance:

_____ I hereby request to inspect the record(s) in person

_____ I hereby request a copy of the record(s), for which I agree to pay $0.25 per page

_____ If available in electronic format, I request the record(s) electronically at no charge

_____ _____

Name (Please Print) Signature

_____ _____

Representing Date

_____ _____

Mailing Address: PO Box or Street E-mail Address

_____ _____

Mailing Address: City, State & Zip Code Phone Number

Notice: The Freedom of Information Law also stipulates that certain information can be denied, however, the Village is required to advise you of your rights to appeal such denials. If you choose to appeal a denial of information, you must do so in writing within 30 days of receipt of such denial. The appealing authority is the Office of the Mayor, 20 W Summit Street, Lakewood, NY 14750. Your appeal must state the date of the denial, the information requested, the information denied, and the reason for the denial.