City of Elmira
Office of the City Clerk
Phone: (607) 737-5672
http://www.cityofelmira.net

CLICK AND TYPE
Complete this form online
and print to your printer

317 E. Church St.
Elmira, NY 14901
Fax: (607) 737-5783

PRINT

Application for Public Access to Records

The Freedom of Information Law (FOIL) allows an individual to request existing public records from the agency responsible for maintaining those records. The City of Elmira has a designated Records Management Officer that is responsible for accepting and responding to FOIL requests. To make a request for existing public records, please complete this form and return it to the City Clerk's Office at City Hall or complete an electronic form at http://www.cityofelmira.net/ to request records in an electronic format.

When you submit this form, FOIL allows the City five (5) business days to make the record available, deny access to the record with reason, or acknowledge receipt of your request and inform you of the timeframe required to respond to your request. Read the complete FOI Law online at: http://www.dos.state.ny.us/coog/foil2.html

To: **Records Management Officer**
City of Elmira

Date: _____

I hereby apply to inspect the following specific record: _____

_____

_____

_____

Your Name: _____ Signature: _____

Your Address: _____

Your Email Address: _____ if provided, the clerk will notify you by email.

For Agency Use Only
Departmental Recommendation

[ ] Police [ ] Fire [ ] Inspection Services [ ] Other: _____

We Recommend: [ ] Approval [ ] Disapproval
[ ] Record requested cannot be found [ ] Record is not maintained

Comments: _____

_____

_____

Signed _____ Title _____ Date _____

For Agency Use Only
Disposition of Request

[ ] Approved
[ ] Denied _____
[ ] Record of which this agency is legal custodian cannot be found
[ ] Record is not maintained by this agency

_____ Records Management Officer/Designee

_____ Date

YOU HAVE THE RIGHT TO APPEAL A DENIAL OF THIS APPLICATION.
SUBMIT APPEALS IN WRITING TO THE MAYOR OF ELMIRA.

Elmira City Hall E-Document

When this application is complete, press Print to print to your ☐ printer. Press Reset to clear ALL form fields and start over.

Print

Reset