

The Freedom of Information Law

Highland Falls Police Department

What is FOIL?

The Freedom of Information Law, aka FOIL, was enacted in 1974 in New York to improve government openness and accountability in the wake of Watergate.

What does Foiling cost?

Government agencies can only charge the actual cost of reproducing a record, whether you ask for it on paper, audio cassette, computer disk, CD or DVD. If the request is filled on paper, agencies **can charge you up to 25 cents per page**. They cannot charge for clerical or search fees.

How long does it take?

Within five business days of receiving a FOIL request, an agency needs to acknowledge receipt of the request and provide an approximate date, usually not to exceed 20 business days, indicating when a request will be granted or denied in whole or in part. If they fail to respond in the allotted time, you can consider your request “constructively denied” and appeal.

(Please Type or Print your Request)

APPLICATION FOR ACCESS TO RECORDS/ RECORDS INFORMATION
F.O.I.A. FORM

TO: HIGHLAND FALLS POLICE DEPARTMENT
NAME OF DEPARTMENT

I hereby request **COPIES/INSPECTION** of the following records:
(circle one)

Date incident Occurred: _____

Address incident Occurred: _____

Type of Incident that Occurred: _____

DATE

SIGNATURE

(Work/Cell) Phone

Print Name

(Home) Phone

Mailing Address

SUBMIT TO: Highland Falls Police Department
Chief Peter Miller
301 Main Street
Highland Falls, NY 10928

Telephone: 845-446-4911
Fax: 845-446-0384

Approved _____

Denied _____

Date/Initials when information picked up/mailed/Faxed _____.