



Village of Menands

280 Broadway
Menands, NY 12204
(518) 434-2922
Fax (518) 427-7303

FOIL REQUEST Freedom of Information Law

Name of Applicant: _____

Address: _____

Phone #: _____ Date: _____

Email: _____

Information requested: _____

Inspection only ☐ copies ☐ number of copies _____ Information only ☐

Receipt of requested materials by:

Signature: _____ Date: _____



Do Not Write Below this Line

☐ Records requested are available and may be inspected on _____
at _____ am/pm at _____
Cost of copies \$ _____ Received _____

- ☐ Records requested are NOT available because:
- ___ a) they are not a public record.
 - ___ b) files are temporarily out of Village office.
 - ___ c) no records of the requested material can be found.
 - ___ d) mater has been destroyed with the approval of the Village Board

Date

Village Clerk