

Village of Elmsford
Records Access Email Form
Village@elmsfordny.org

You have the option of utilizing certain portions of this form that are most applicable to your request by cutting and pasting the entire form into a new email, or delete and/or modify those that do not apply.

Dear Records Access Officer:

- (1) Please send me the following Records if possible (include as much detail about the Records possible, such as relevant dates, names, descriptions, associated village department, etc.):
- (2) Please advise me of the appropriate time during normal business hours and location for inspecting the following Records prior to obtaining copies (include as much detail about the record as possible, such as relevant dates, names, descriptions, associated village department, etc.):
- (3) Please inform me of the cost of providing paper copies of the following Records (include as much detail about the record as possible, such as relevant dates, names, descriptions, associated village department, etc.):
- (4) If the requested Records cannot be emailed to me, please inform me by email of the portions that can be emailed and advise me of the cost for reproducing the remainder of the Records requested (\$0.25 per page or actual cost of reproduction).
- (5) If the requested Records cannot be emailed to me due to the volume of Records identified in the response to my request, please advise me of the actual cost of copying all Records onto a floppy disk.
- (6) If my request is too broad or does not adequately describe the Records, please contact me so that I may clarify my request, and when appropriate inform me of the manner in which Records are filed, retrieved or generated.

The following must be included to process request:

| | |
|----------|---------------|
| Name: | Organization: |
| Address: | City: |
| State: | Zip: |
| Phone: | Email: |

Chapter 64 of the Code of the Village of Elmsford and New York State Public Officers Law governs Public Access to Records in the Village of Elmsford. All requests received will be responded to in accordance with §89(3) of the Freedom of Information Law which requires the Village response to the request in five business days from receipt of the request and grant or deny access in whole or in part, or if more time is needed the receipt of the request will be acknowledged in writing. All acknowledgements will include an approximate date that indicates when the request will be granted or denied (in whole or in part). Timelines to fulfill requests may vary depending on a number of factors including but not limited to clarity of the request, location of the record(s), the form of the record, copying if required, format conversion if applicable, and delivery of the record(s). Costs: The Village of Elmsford charges twenty-five cents per photocopy not in excess of nine by fourteen inches, or in the case of records that cannot be photocopied, the actual cost of reproduction (for example, photographs, computer discs, tape recordings, etc.). There is no charge for records transmittal via e-mail.