



2670 Slaterville Road ■ P.O. Box 136
Slaterville Springs, NY 14881

Marilou Harrington, Town Clerk

Phone / Fax: 607-539-6400
clerk@TownOfCaroline.org

Public Information Request Records Request Procedure

- The Town of Caroline requires that all FOIL requests be given in writing.
- We welcome you to review records stored in our office during normal business hours when made by appointment.
- We can also email records to you that are in electronic format.
- If you would like copies of documents, there is a 25¢ per page charge; for those larger than 8 1/2" by 11" or for reproducing photographs, maps, etc, the actual cost of reproduction will be charged.
- Postage will be applied when records are mailed.
- After receipt of a request for a record reasonably described, the records access officer has five business days to:
 1. Make the record available
 2. Deny the request in writing and inform you of the right to appeal
 3. Furnish a written acknowledgment of the receipt of the request and a statement of the approximate date when the record will be made available or the request denied, or
 4. Certify in writing that we do not have possession of the record or that the record cannot be found after a diligent search.
 5. A reasonable time frame should be expected for gathering of the materials and the quantity of copying to be done.

Please complete the following form and return it to the address above.