

Village of Malone
FREEDOM OF INFORMATION ACT
GENERAL REQUEST FORM

This form is to be used by all persons making a request for general information and/or records from the Village of Malone pursuant to the New York State freedom of Information Law (Public Officers Law Article 6).

Name of Person making Request

Date

Name of Organization

Address and Telephone number
to whom requested records are
to be sent

Information Requested

1. The statutory fee which the Village will charge for the production of records is: .25¢ per 8 ½” x 11” photocopied page; and/or the actual cost of reproduction of certain other materials and records.
2. If the amount of materials requested is a significant fee to be charges, the Village of Malone will notify the requestor of this fact. The requestor may make an appointment to come to the Village Offices and inspect the records at no charge, and request copies of only such records as may be desired, as a means of limiting the cost.
3. All requests will be acknowledged in five (5) business days. The production of certain records may require additional time.
4. The Freedom of Information Officer for the Village of Malone is the Village Clerk. The Freedom of Information Law Appeals Officer for the Village of Malone is the Village Attorney.

Return To: Village Clerk
343 West Main Street
Malone, NY 12953
(518)483-4570
(518)481-6737 FAX
rscaccia@villageofmalone-ny.com