



Selkirk Fire Department



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Section 2-1.19

FOIL POLICY

Pursuant to the Freedom of Information Law (FOIL), members of the public may request access to records maintained by governmental agencies. FOIL provides a process for the review and copying of an agency's records.

Freedom of Information Law (FOIL) Requests:

If you wish to access records under the FOIL, you must complete the **FOIL Request Form** that is on the Selkirk Fire District website. Please include the following information in your request:

- The requestor's name, address, phone number and email address
- Specify the records being requested. Please include as much detail about the records as possible, including relevant dates, names, descriptions, addresses, etc. Attach additional sheets if necessary.

To request documents maintained by the Selkirk Fire District you may either:

1. Mail your completed **FOIL Request Form** to:

Stephanie Sellers
District Secretary/Records Officer
Selkirk Fire District
P.O. Box 5
Selkirk, NY 12158

-OR-

2. E-mail your completed **Foil Request Form** to: secretary@selkirkfd.org.

Selkirk Fire District records are available for inspection at no cost to the public. Copies are available at the statutorily permitted duplication fee of \$.25 per page, not to exceed 9x14 in size, by check or money order made payable to the Selkirk Fire Department. Fees will be applied to all requests for copies reproduced on electronic storage devices or media to cover the full cost of the electronic storage device or media being used. Requests for inspection are by appointment only, must be in writing, and addressed to the Records Officer via regular or electronic mail. The Records Officer will acknowledge receipt of all requests within five (5) business days. Records or portions thereof which are prohibited from disclosure pursuant to FOIL will be redacted or omitted: the requestor will be notified of the reason(s) for the redaction(s) and of the procedures to appeal to the Board of Fire Commissioners.