

Freedom of Information Law (FOIL)

The Freedom of Information Law ("FOIL"), set forth in Article 6 of the Public Officers Law (§§84-90), is designed to ensure public access to government records. Under FOIL, an agency must make records available for public inspection and copying, except to the extent that records or portions thereof fall within one or more grounds for denial.

A. How to make a FOIL request from the Town of Canton

If you wish to access records under the FOIL, you must make your request in writing using the format online.

- **Email:** townclerk@cantonny.gov
- **Mail:**
Records Access Officer
Town of Canton
60 Main Street
Canton, NY 13617
- **In-person:**
 - Written request may be submitted in person to the Town of Canton, Clerk's Office at 60 Main Street, Canton, NY 13617, between 8:30 a.m. and 4:00 p.m. on Monday - Friday.
 - Records require review prior to release. As a result, documents and records will not be immediately available.
 - You may also contact the Records Access Officer at 315-386-3735 to make an appointment to review the records requested.

B. When submitting a FOIL request:

- Be as specific in describing the records in which you are requesting. We request you use the [online request form](#). A formal FOIL request form is not required.
- Specify where to send the records and how you want them sent (mail, email, or fax). We will notify you of any charge for reproducing any responsive records before they are sent to you.

C. What happens after your FOIL request is received:

Within five business days of the receipt of a written request for a record reasonably described, the RAO will send you a letter either: making such record available; written denial of such request; or furnishing a written acknowledgement of the receipt of such request.

If you will be charged a fee for the records, you will be notified prior to the records being released. Unless a different fee is otherwise prescribed by statute, Public Officers Law §87(1) authorizes an agency to charge a fee of \$0.25 per copy for copies of records up to 9 x 14 inches, or the actual cost of reproducing a record.

D. How to Appeal When You've Been Denied Access

You will be notified in writing if the Records Access Officer denies access to records in whole or in part. You have a right to appeal, but you must do so within 30 business days.

An appeal must be filed in writing.

Please include a copy of the original request for records, a copy of the FOIL response you received, and your appeal.

- **Email:** mashley@cantonny.gov

- **Mail:**

Records Access Appeals Officer
Town of Canton
60 Main Street
Canton, NY 13617

- **In-person by Appointment:**

Call 315-386-2962