

**TOWN OF WILLING**  
**APPLICATION FOR PUBLIC ACCESS TO RECORDS**  
**Freedom of Information Law**  
**(F.O.I.L.)**

FAX: (585) 593-0510

**Records Access Officer: Deborah Buchholz**

Email Address for **Records Access Officer: debbietw0228@gmail.com**

**Records Access Committee:**

**Chairperson Ron Wightman, Members: Carla Roeske and Mark Wiedemann**

**Mailing Address:**

Town of Willing  
1431 State Route 19 South  
Wellsville NY 14895

Record # \_\_\_\_\_

I hereby apply to access the following record: (Be Specific, if we can not determine what records (s) you seek your application will be denied.)

\_\_\_\_\_ I hereby request to inspect the record.

\_\_\_\_\_ I hereby request a copy of the record, for which I agree to pay \$.25 per page (Cash or check payable to "The Town of Willing")

\_\_\_\_\_ I hereby request a copy by email; please leave your email address: \_\_\_\_\_

\_\_\_\_\_  
Name Signature

\_\_\_\_\_  
Representing Date

Mailing Address

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**For Agency use only**

\_\_\_\_\_ **Approved.** Record consists of \_\_\_\_\_ pages. Please call **Tuesdays** from **11an-6pm** to schedule an appointment to **inspect** the records with a committee member present. (585) 593-3210.

A **copy** will be available upon receipt of \_\_\_\_\_.

If you wish a **copy to be mailed** to you, please include an additional \$ \_\_\_\_\_ for postage.

\_\_\_\_\_ **Denied due to:**

\_\_\_ Request needs to be more specific, cannot determine record requested

\_\_\_ Records not possessed by the Town of Willing

\_\_\_ After diligent search, there are no known documents that are responsive to your request

\_\_\_ Municipalities are not required to respond to questions or inquiries, only to provide documents

\_\_\_ Exempted by statute other than the Freedom of Information Law

\_\_\_ Unwarranted invasion of personal privacy

1.

\_\_\_ Would impair present or imminent contract awards

\_\_\_ Law Enforcement records

\_\_\_ Complainant's name cannot be disclosed pursuant to the Public Officers Law Article 6A and Sec. 89-2(a)

- Would endanger the life or safety of any person
- Municipalities are only required to search for specific documents requested
- Exempt inter-agency or intra-agency materials
- Exempt examination questions or answers

**Record of which this agency is legal custodian cannot be found.**

**Record is not maintained by this agency.**

**Records have been (partially, fully) provided. (If not fully provided, date when records are expected to be fully provided: \_\_\_\_\_).**

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RECEIPT OF THIS REQUEST IS HEREBY ACKNOWLEDGED. PLEASE ALLOW TWENTY (20) BUSINESS DAYS (Clerks normal business days) FOR PROCESSING BEFORE CONTACTING THIS OFFICE. A COPY OF THIS FORM IS BEING MAILED TO YOU INDICATING YOUR REQUEST IS BEING PROCESSED.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Records Committee Officer

\_\_\_\_\_  
Application number

This Freedom of Information Request will remain on file for six (6) months from the date of final determination. Thereafter it will be destroyed.

**NOTICE:** You have a right to appeal a denial of this application to the Appeals Officers, who must fully explain the reasons for such denial in writing within seven days of receipt of an appeal. If you wish to appeal Please submit your appeal to the Willing Town Board:

Town of Willing Board  
1431 State Route 19 South  
Wellsville, NY 14895

I hereby appeal: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date