Schuyler County
Timothy O'Hearn – County Administrator &
Records Access Officer

105 Ninth Street, Unit 37
Watkins Glen, New York 14891
Phone: 607.535.8106

Application for Access to Records
Freedom of Information Law (FOIL)

I do hereby apply to: ☐ inspect ☐ obtain #___copy(ies)/ ☐ electronic format, if available, of the following record(s):*

Please be explicit in your request and write clearly:

Name (please print)	*Signature*
Mailing Address	*Representing (if applicable)*
City, State, Zip Code	*Date* / *Email Address*

**There is no charge for the inspection of documents, however, if duplication is requested, a charge of $.25 per page (up to 9"x14") or the actual cost to reproduce other records plus postage will be assessed. If documents can be sent electronically, there may not be charges incurred.*

Send request to:

Schuyler County Records Access Officer
105 Ninth Street, Unit 37
Watkins Glen, NY 14891

You have the right to appeal denial of this request by writing, within thirty (30) days, to:

Schuyler County Chairman
105 Ninth Street, Unit 6
Watkins Glen, NY 14891

Use of this form is for convenience only, it is not mandatory.

FOR DEPARTMENTAL USE ONLY

Cost of copies: Number of pages _____x cost per page _____ = Total cost _____

Payment received by: _____ Title:_____ Date:_____