

**TOWN OF HOOSICK FREEDOM OF INFORMATION LAW
PUBLIC NOTICE
YOU HAVE A RIGHT TO SEE PUBLIC RECORDS**

The amended Freedom of Information Law, which took effect on January 1, 1978, gives you the right of access to many public records. The Town Board of the Town of Hoosick has adopted regulations governing when, where, and how you can see public records.

Requests

Your request must include the following information (include as much detail as possible):

The title(s) of documents;

Dates;

File descriptions;

Additional information that would be helpful in identifying the document or record;

How you would like to receive the requested information, if it is approved; and

A phone number to contact you between 8:00 a.m. and 4:00 p.m., if additional information is needed to process your request.

The regulations can be seen at all places where records are kept. According to these regulations, records can be seen and copied at:

Town Offices
New York State Armory
80 Church Street
Hoosick Falls, NY 12090

Requests must be made in person or by mail. All requests made in person must be made during regular business hours: Monday through Friday, 8:00 AM to 12:00 PM and 1:00 PM to 4:00 PM.

Records Access Officer

The following officials will help you to exercise your right to access public records:

1. Agency officials who have in the past been authorized to make records available
2. Records Access Officer:

Town of Hoosick Town Clerk
Town Offices
New York State Armory
80 Church Street
Hoosick Falls, NY 12090
(518) 686-4571

Appeals

If you are denied access to a record, you may appeal to the following person:

Town of Hoosick Town Supervisor
Town Offices
New York State Armory
80 Church Street
Hoosick Falls, NY 12090
(518) 686-4571

Fees

The cost for photocopying and electronic reproduction is up to 25 cents for standard size documents (9 x 14 inches), or the "actual cost" of reproducing electronic or other records.

Copying & Inspection

Public records are available for copying and inspection Monday – Friday between the hours of 8:00 AM and 12:00 PM and again from 1:00 PM to 4:00 PM

New York State Committee on Open Government

General information on the New York State Freedom of Information Law can be found at: <https://www.dos.ny.gov/coog/>