

## Freedom of Information (FOIL) Request

Please complete the FOIL Request form.

Please be specific regarding the records being requested. Include any names and dates that may be connected to the information you are looking for.

**FOIL requests can be submitted in person at the City Clerk's Office or by email to [frontcounter@oswegony.org](mailto:frontcounter@oswegony.org).**

The departments that hold the information requested have up to 5 days to provide us with the documents to release to you.

FOIL prices vary based upon documents received.

Printed pages are \$0.25 per page. Any maps, discs, tapes, postage, etc. costs more.

If you have questions or concerns, please contact the FOIL Officer Mark Tesoriero at [mtesoriero@oswegony.org](mailto:mtesoriero@oswegony.org).