



Office of the City Clerk

Office of the City Clerk 607-772-7005

OFFICE OF THE CITY CLERK
38 HAWLEY ST
BINGHAMTON, NY 13901

Proposed Laws, Existing Laws & FOIL Request Forms

Copies of proposed and existing laws and ordinances are available for review in the City Clerk's Office along with supporting documents (maps, drawings, etc.) at least 3 days before the City Council meeting at which they will be considered.

Other public information is available by filing a FOIL Request. The Freedom of Information Law allows anyone to petition any public entity for records which are available under the law, such as laws, budgets, reports, etc. The City of Binghamton has devised a form to make FOI requests easier for people. The form (located on the next page), once completed may be turned in to the department that you are requesting information from.

There is a fee of .25 per page for all copies.

For more information about the Freedom of Information Act, you may wish to visit the web site of the Committee on Open Government.

<http://www.dos.state.ny.us/coog/foil2.htm>



City of Binghamton

Application for Public Access to Records

Please complete all applicable information, being as explicit as possible, unless there is an attached letter specifically detailing your request and submit to the appropriate department.

I HEREBY REQUEST TO INSPECT CITY OF BINGHAMTON'S DEPARTMENT/OFFICE OF _____ RECORDS:
(Please be specific)

I request to see the following records: I request a copy of the following records: Please refer to attached letter

Name (Please Print): _____ Phone: _____

Mailing Address _____

Signature _____ Date: _____

FOR AGENCY USE ONLY:

Date Received: _____

Approved Approved with Deletions (see below) Denied (see below) Record does not exist in Dept. Files

Records Deleted or Denied as per: Public Officers Law, Section 87 (2).

- 1.) Exempted by state or federal statute
- 2.) Unwarranted invasion of personal privacy
- 3.) Would impair present/imminent contract awards or collective bargaining negotiations
- 4.) Are trade secrets
- 5.) Compiled for law enforcement purposes which would:
 - a. Interfere with law enforcement investigations or judicial proceedings
 - b. Deprive a person of a right to a fair trial or impartial adjudication
 - c. Identify a confidential source or disclose confidential information relative to a criminal investigation
 - d. Reveal criminal investigative techniques/procedures
- 6.) Would endanger the life or safety of any person
- 7.) Are inter-agency or intra-agency communications
- 8.) Are examination questions or answers requested prior to final administration of such questions
- 9.) Other:

Signature _____ Title _____ Date _____

NOTICE TO APPLICANT: You have the right to appeal a denial of this application to Mayor of the City of Binghamton, 38 Hawley St, Binghamton, NY 13901. The City of Binghamton will explain the reasons for such denial in writing within 10 business days of an appeal.

I HEREBY APPEAL:

Signature of Applicant _____ Date of Appeal Request _____