

FOIL REQUEST PROCEDURE

When information is needed it is required by the Village Office of Westfield that the request be given in writing.

The fee for each document copy is 25¢; for those larger than 9" X 14" or for reproducing photographs, maps, etc, the actual cost of reproduction will be charged.

After receipt of a request for a record reasonably described, the records access officer has five business days to:

- 1) make the record available
- 2) deny the request in writing and inform the party of the right to appeal,
- 3) furnish a written acknowledgment of the receipt of the request and a statement of the approximate date when the record will be made available or the request denied, or
- 4) certify in writing that the municipality does not have possession of the record or that the record cannot be found after a diligent search.

A reasonable time frame should be expected for the gathering of the materials and the quantity of copying to be done.