



Village of Malone Police Department
Freedom of Information Act
General Request Form

This form is to be used by all persons making a request for general information and/or records from the Village of Malone Police Department pursuant to the New York State Freedom of Information Act Law (Public Officers Law Article 6).

Name of person making request

Date

Name of Organization

Address and telephone number to
whom requested records are to be
sent

Information requested

The statutory fee which the Village will charge for the production of records is .25¢ per 8 1/2 x 11 photocopied page and/or the actual cost of reproduction of certain other materials and records.

If the amount of materials requested is a significant fee to be charged, the Malone Village Police Department (MVPD) will notify the requestor of this fact. The requestor may make an appointment to come to the MVPD and inspect the records at no charge, and request copies of only such records as may be desired, as a means of limiting the cost.

All requests will be acknowledged in five (5) business days. The production of certain records may require additional time.

The Freedom of Information Officer for the Malone Village Police Department is the Chief of Police. The Freedom of Information Law Appeals Officer for the Village of Malone is the Village Attorney.

Return to: Chief Andre
2 Police Plaza Malone, NY 12953
(518)483-2424
w.andre@malonepd.com