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 (if applicable)

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

Information requested

Pursuant to Public Officers Law §87, the statutory fee which the Village will charge for the production of records is as follows:

$15.00 per incident/investigation report; 25¢ per 8 ½ x 11 photocopied page; $3.00 per digital media (CD/DVD/etc.), if requested. *If reproduction of records requires more than two hours of administrative time, the requestor shall be responsible for hourly salary reimbursement of administrative staff for every hour thereafter.

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.

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