

**TOWN OF RIVERHEAD INDUSTRIAL DEVELOPMENT AGENCY
FREEDOM OF INFORMATION (FOIL) INSTRUCTIONS**

ATTENTION APPLICANTS: ALL APPLICATIONS FOR PUBLIC ACCESS TO RECORDS MUST BE FILED BY EMAIL TO director@riverheadida.org or BY UNITED STATES POSTAL SERVICE TO TOR INDUSTRIAL DEVELOPMENT AGENCY AT 4 WEST SECOND STREET, RIVERHEAD, NY 11901. UPON RECEIPT BY THE EXECUTIVE DIRECTOR, A FREEDOM OF INFORMATION LAW (FOIL) IDENTIFICATION NUMBER SHALL BE ASSIGNED AND WHEREIN SUCH APPLICATION SHALL BE DATE/TIME-STAMPED.

1. Record Requested

The first thing we request that you do is to search the IDA's website where most of the foible information can be found. If it cannot be found on the website, we will need to know what you are looking for to help you with your request. This may sound easy, but keep in mind that the TOR IDA stores thousands of records. We need as much information about the record you are looking for as possible.

A. Description of Record

Please give us a good idea of what type of record you want. An example of a good description would be:

Minutes of the Board Meeting of 07/14/06 relating to ABC Corporation

or

A copy of Resolution #12-24 Authorizing Project known as.....

An example of an insufficient description would be:

Anything relating to 1234 Smith Street

If we do not understand what you are looking for or have an insufficient description regarding your request, we won't be able to process your request.

B. Suffolk County Tax Map Numbers

If the subject matter references a property, please provide the SCTM identification number. Every piece of property in the Town of Riverhead has a unique identification number assigned to it by Suffolk County, known as the Suffolk County Tax Map Number (SCTM). If the SCTM number isn't included in your records access request, the respective departments may have difficulty identifying the requested record.

C. Address

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Information on property may also be filed under the address of the property. Sometimes, if a tax map number has changed, we can use the address to locate older records. Please include this information to help us locate the requested document.

D. Name of Person/Business

Records on people or businesses are filed under their respective project names. Records about a property may also be filed under a project name.

2. Applicant Information

Applicant information is required so that we may effectively and expeditiously provide you with all of the information you have requested and are entitled to.

A. Printed Name

Please print your name and make sure we can read it clearly.

B. Address

Please print your mailing address clearly.

C. Email Address

Please give us an email address – it can be faster than us contacting you through the mail! Also, if the information you ask for is available in an electronic form, we can email your request and avoid a charge for copies and mailing unless we have to duplicate the record for the purpose of providing the record to you.

D. Phone Number

If we have a question about your request, we may be able to solve it with a call.

E. Signature

Make sure you sign your request so we can process it. Otherwise, it will be deemed an incomplete request.

3. Completed Application Receipt

Once you have submitted a complete form, the Executive Director will log it with the time and date it was received and provide you a copy of the form for you to keep within the initial response. Due to the limited resources of the Agency, it is likely your request cannot be fulfilled immediately. If the request takes time to fulfill, the Executive Director will respond to your records request in a timely manner via email.

4. Method of Payment

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Copies of requested documents 9 inches x 14 inches or less in size are available for a fee of \$0.25 (twenty-five cents) per page to defray reproduction costs as prescribed by New York State law. Information required to be copied on other media devices, including but not limited to CDs or DVDs, shall be a variable fee based upon actual cost at the time of reproduction.

Applicants may pay with cash or postal money order, or certified bank check payable to the "Town of Riverhead IDA". Please write the FOIL request number on the check.

5. Abandonment of Request

The Town of Riverhead Industrial Development Agency shall deem your FOIL application withdrawn (without notification of same) in the event that you, as applicant, fail to retrieve or review the requested documents within 10 (ten) business days of notification. You will be required to file a new application in the event you still wish to retrieve or review the requested documents subject to all attendant costs.

Adopted: 9-8-25

**TOWN OF RIVERHEAD INDUSTRIAL DEVELOPMENT AGENCY
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Application for Public Access to Records

PLEASE ADDRESS ALL FOIL REQUESTS TO:

Record Access Officer
Riverhead Industrial Development Agency
4 West Second Street, Riverhead, NY 11901
Email: director@riverheadida.org

_____: I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD(S):

_____: I REQUEST COPIES OF THE FOLLOWING RECORD(S):

Description of Request

Tax Map Number of Requested Property: _____

Address of Requested Property: _____

Sincerely,

Signature

Printed Name

Company Name (if applicable)

Date

Mailing Address (street number, street name, town/city, state and zip code)

Phone Number

Email Address

Approved

For Agency Use Only

APPLICATION FOR PUBLIC ACCESS TO RECORDS
DIRECTIONS TO COMPLETE APPLICATION

[] Denied (for the reason(s) checked below)

Signature Title Date

FOIL NUMBER _____

REASONS FOR DENIAL

FOIL NUMBER _____

Record(s) specifically exempted from disclosure by state or federal statute: _____ (provide applicable state or federal statute section).

Disclosure would constitute an unwarranted invasion of personal privacy as follows:

- disclosure of employment, medical or credit histories or personal references to applicants or applicants for employment;
- disclosure of information of a personal nature when disclosure would result in economic or personal hardship to the subject party and such information is not relevant to the work of the agency requesting or maintaining it;
- disclosure of information of a personal nature reported in confidence to an agency and not relevant to the ordinary work of such agency;
- release of names and addresses of those persons filing complaints.
- disclosure of personal matters as may have been reported in confidence and which are not relevant to the ordinary work of the IDA;
- the sale or release of lists of names and addresses in the possession of the IDA if such lists would be used for private, commercial or fundraising purposes;
- disclosure of items of a personal nature when disclosure would result in economic or personal hardship to the subject party and such records are not relevant or essential to the ordinary work of the IDA;
- for employment, except such records may be disclosed when the applicant has provided a written release permitting such disclosure;
- disclosure of personal or business financial statements or other business proprietary information of a closely held (non-public traded) business concern.

APPLICATION FOR PUBLIC ACCESS TO RECORDS **DIRECTIONS TO COMPLETE APPLICATION**

- Disclosure would impair present imminent contract awards or collective bargaining agreements.
- Records are trade secrets or are maintained for the regulation of commercial enterprise which, if disclosed, would cause substantial injury to the competitive position of the subject enterprise.
- Records are compiled for law enforcement purposes and, if disclosed, would:
 - interfere with law enforcement investigations or judicial proceedings;
 - identify a confidential source or disclose confidential information relating to a criminal investigation;
 - reveal criminal investigative techniques or procedures, except routine techniques and procedures.
- Disclosure would endanger the life or safety of a person or persons.
- Record(s) are inter-agency or intra-agency materials which are not:
 - factual or statistical tabulations or data;
 - instructions to staff that affect the public;
 - final agency policy or determinations.

EXPLANATIONS OF REASONS FOR DENIAL:

PLEASE NOTE: APPLICANTS MAY APPEAL A DENIAL BY FILING A NOTICE OF APPEAL WITHIN 30 DAYS OF RECEIPT OF THE NOTICE OF DENIAL ADDRESSED TO THE CHAIRMAN OF THE BOARD, FOIL RECORDS APPEALS OFFICER, director@riverheadida.org