



## **CITY OF CORNING FOIL REQUESTS**

### **Where do I go to file a FOIL request?**

- All FOIL (Freedom of Information Law) requests for public documents held by the City of Corning must be processed through the City's designated Record Access Officer, City Clerk.
- A request form, for your convenience, is posted on the City's website or can be obtained from the City Clerk's office.

### **What information is required?**

- All requests must outline the specific documents requested.

### **How much does it cost?**

- \$0.25 per page
- If records are available electronically, they can be emailed at no charge.