



FOIL Request Process

Contact: Mark LaFountain
Assistant Superintendent for Personnel Services
P: 315.963.4286

Upon receipt of the formal request, we should reasonably be able to respond with the requested information within twenty business days.

In accordance with the Chapter 223 Legislation adopted August 7, 2008, please be advised of the following charges that may apply:

1. A fee of \$.25 per single-sided page for duplication of documents will be assessed.
2. Should the compiling of the requested information result in two hours or more of an employee's time, an additional fee will be charged in the amount equal to the hourly salary attributed to the lowest paid employee who has the necessary skill required to prepare a copy of the requested record.

When this requested information has been compiled, we will advise you of such and of any resulting fees. We request payment of the fee prescribed in advance of being provided with the information.

Email your request to foilreq@oswegoboces.org.