

FREEDOM OF INFORMATION LAW

The City Clerk-Treasurer's office processes Freedom of Information Law (FOIL) requests for the City.

A written request can be submitted to the City Clerk-Treasurer's office. Form available on City Clerk-Treasurer's main page.

The FOIL of New York State allows a municipality to take up to five (5) business days to acknowledge your request. The production of certain records may require additional time. All requests may be picked up at our office. For more information, call our office (845) 858-4014.

The statutory fee for the production of records is \$0.25 per 8½" x 11" photocopied page and/or the actual cost of reproduction of other materials or records.

The FOIL Appeals Officer for the City of Port Jervis is the Corporation Counsel.

Our mailing address is:
City of Port Jervis
PO Box 1002
Port Jervis, NY 12771
Fax: (845) 856-0322