

Chemung County Stormwater Team

Access to Records Policy

- ✚ Information from this office is available under the Freedom of Information Law (FOIL)
- ✚ Requests for records need to be made in writing; written requests include email or fax
- ✚ Fax # (607) 739-4392 email address: ChemungStormwater@stny.rr.com
- ✚ An application form is available on the stormwater website www.chemungstormwater.org
- ✚ The application form is also available at the Team office located at
851 Chemung Street, Horseheads, NY 14845
- ✚ Please direct requests to Records Manager, Chemung County Stormwater Team
851 Chemung Street, Horseheads, NY 14845
- ✚ Record inspection or document pick up is by appointment only. To schedule a date and time, please call 607-796-2216.
- ✚ If a request is denied, you have the right to appeal the denial within 30 days. Please send written appeal to the Chemung County Attorney, P.O. Box 588, Elmira NY 14902.
- ✚ There is no charge for the inspection of documents, however if duplication is requested, a charge of \$.25 per page (up to 9X14 inches) or the actual cost to reproduce other records will be assessed.
- ✚ Please note: if the requested record is municipal property, we will forward a copy of the request to that municipality.