

Claverack Free Library

Freedom Of Information Law (FOIL) Policy

Adopted: December 2015

The Claverack Free Library as a New York State governmental entity complies with the New York Freedom of Information Law (Public Officers Law, Article 6, Section 87, Freedom of Information Law).

As Chief Executive Officer of the Claverack Free Library, the Library Director is hereby designated to be Records Access Officer of the Library. A person may request information and records available to the public in the following manner:

1. Use the Freedom of Information Law request form (attached).
2. Direct the request to the following address:
Records Access Officer
Claverack Free Library
PO Box 417
Claverack, NY 12513-0417
3. Specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.
4. Reimburse the library for our actual costs for reproducing and certifying (if requested) the records. You will be charged the following fees: \$0.25 per page for employee-copied records, and \$1.00 per page for certification of records. Certification of records, pursuant to New York Freedom of Information Law, Article 6, Section 89(3), would not indicate that the contents of a record are complete, accurate or "legal"; it would merely indicate that the copy of the record is a true copy.
5. The Library Director will respond to a written request within five working days or sooner if possible. An extension of an additional 15 working days may be necessary to properly respond and if so, the reason for this extension will be explained.
6. Records may be available for inspection in person at no cost and by appointment. An employee must be present throughout the inspection.
7. Make an appeal about the decision of the FOIL officer to the president of the Board of Trustees, using the Freedom of Information Law Appeal form (attached).

Information about New York's Freedom of Information Law can be obtained at the following web site: <http://www.nysed.gov/foil>

To: Director, Claverack Free Library

Date: ___/___/___

Name (please print): _____

Signature: _____

Address: _____

Phone: _____

Under the provisions of the New York Freedom of Information law, Article 6 of the Public Officers Law, I hereby request records or portions thereof pertaining to (or containing the following):

Choose one:

- I am requesting an appointment to inspect the records at the Claverack Free Library at no charge.
- I am requesting copies of all records. I understand that the fees are \$0.25 per page for employee-copied records, and \$1.00 per page for certification of records.

As per the Freedom of Information Law, the Claverack Free Library must answer your request within five working days of receipt of your request. We will call or write if there is a problem with your request. Should your request be denied, we will send you a letter explaining why your request was denied. Denied requests may be appealed to the President of the Board of Trustees if you believe you were unfairly denied access to the requested records.

Space below is for Library use.

Date of Decision: ___/___/___

Decision (circle): Approved Denied

If denied, please state why:

To: President, Claverack Free Library Board of Trustees

Date: ___/___/___

Name (please print): _____

Signature: _____

Address: _____

Phone: _____

I hereby appeal the denial of access regarding my request, which was made on ___/___/___ and sent to _____.

The records that were denied include (Please attempt to identify the records in which you are denied access to as clearly as possible):

As per the Freedom of Information Law, the President of the Board of Trustees must answer your request within ten working days of receipt of your request. Should your request be denied again, we will send you a letter explaining why your request was denied. In keeping with New York State law, a copy of the verdict on your appeal will be sent to the Committee on Open Government, Department of State, 41 State Street, Albany, New York 12231, regardless of the verdict.

Space below is for Library use.

Date of Decision: ___/___/___

Decision (circle): Approved Denied

If denied, please state why:

