Seymour Public Library District

Policy Title: Freedom of Information Law Policy (FOIL)   **Policy Number** 103
Policy Category: Administration

Effective Date: 01/24/2023

Seymour Public Library District complies, as required by law, with the New York Freedom of Information Law (Public Officer Law, Article 6, Section 8470, Freedom of Information Law).

1. Use the Freedom of information Law request form (below).
2. Direct a request to the following individual, Lisa Carr, Library Director/FOIL Officer, Seymour Public Library District, 176-178 Genesee Street, Auburn, NY 1302.
3. Specify the records requested to be disclosed for inspection or to be copied. If you desire that any copies be certified, you must specify which ones.
4. The following fees will be reimbursed to the library for reproduction and certification (if requested) of records: $.25 per page for employee copied records, $1.00 per page for certification of copies .
5. Records Access Officer or Library Director will respond to a written request within five (5) working days or sooner if possible. An extension of an additional fifteen (15) working days may be necessary to properly respond and if so the reason for doing this 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. you feel you were unfairly denied access to the records requested, you may make an appeal to the Board of Trustees using the Freedom of Information Law Appeal form (attached).

Information about the Freedom of Information Law can be obtained from the Committee on Open Government.

Committee on Open Government
One Commerce Plaza
99 Washington Avenue, Suite 650
Albany, NY 12231

Telephone: (518) 474-2518

Fax: (518) 474-1927

Website: www.dos.state.ny.us/coog/

Seymour Public Library District

Freedom of Information Law (FOIL) Request

To: Records Access officer (or Library Director)

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 Seymour Public Library District at no charge.

_____   I am requesting copies of all records. I understand that the fees are $.025 per page for employee-copied records, and $1.00 per page for certification of copies .

As per the Freedom of information Law, Seymour Public Library District must answer your request within five 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.

_____

For Library use

Date of Decision _____   Decision: _____ Approved   _____Denied

If denied, state why:

Seymour Public Library Freedom of Information Law (FOIL) Appeal

To: President, Seymour Public 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 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.

Revision History

Changes	Approved by	Date
new policy	developed by Lisa Carr, using TCPL as model; approved at regular meeting of the BoT	01/24/2023