

## **Access to Records**

## **Policy 1.13**

Pursuant to the New York State Freedom of Information Law (FOIL), Article 6 of the Public Officers Law, the Library will act on public requests for its records as set forth below.

### **I. Records Access Officer**

- A. The Library Director will be the Records Access Officer. In the absence of the Director, his or her designee will act as Records Access Officer.
- B. The Records Access Officer will maintain, keep current and make available for inspection and duplication a list, by subject matter, of Library records to which the public has rights of access.
- C. The Records Access Officer will respond in writing to a written request within five business days of its receipt, stating that the request is granted or denied or that more time is required to act on it. If the record is not immediately available, the Records Access Officer will explain how and when it will be available. If the record is lost, the Records Access Officer will so indicate.
- D. If access is denied, the Records Access Officer will state the reason(s).

### **II. Requesting Library Records**

- A. A person may request Library information and records available to the public by completing and submitting the Freedom of Information Law Request Letter (Form #4 ).
- B. The person requesting information will indicate whether he or she wishes to inspect the records or to receive photocopies.

### **III. Inspecting or Photocopying Records**

- A. A person whose access to records is granted may inspect them, by appointment, at the Library in the presence of the Records Access Officer or a designee. If a record includes information requiring redaction, the person will be permitted to inspect an edited copy.
- B. If a person whose access to records is granted requests photocopies of those records, the copies will be made by Library staff.

### **IV. Fees**

- A. No fee will be charged for a copy of the subject-matter list of Library records or for the inspection or certification of records.
- B. A fee of \$0.25 per page will be charged for the photo duplication of records.
- B. Upon notice to the person requesting the record, the Library may assign additional charges no greater than the actual cost of producing the record, as stipulated in New York State Freedom of Information Law Section 87. Such costs

may include the hourly salary of the employee creating the record if more than two hours would be required to do so. They may also include the cost of hiring an outside service to prepare the record.

V. Appeal of Denied Requests for Information

- A. The President of the Board of Trustees will serve as the FOIL Appeals Officer.
- C. A person whose request for information is denied may appeal the decision to the Appeals Officer by completing and submitting Freedom of Information Law Appeal Form(Form #5), within thirty days of receipt of the denial.
- D. The Appeals Officer will answer the appeal within ten days of its receipt. If the Appeals Officer denies the appeal, he or she will state the reason(s).
- E. The Appeals Officer will send a copy of the appeal decision to the Committee on Open Government, Department of State, 41 State Street, Albany, New York 12231.

Approved August 23, 2012; amended June 18, 2015