



Freedom of Information Act Policy

The public has the right to request to inspect and/or receive copies of public records. In order to request records you must fill out our FOIA request form. This form can be submitted through email, fax, mail, or in person.

Your request must identify the records you are seeking with “reasonable specificity.” This means you must be specific enough that staff can identify and locate the records you are seeking.

You may only request existing records or documents. The Library will not create a record that does not exist to fulfil your request. FOIA does not apply to general questions about the work of the Library and its public officers, officials, and employees.

All records will be sent via USPS. You will be responsible for the cost of all photocopies and postage. If your request takes more than 30 minutes of personnel time, you will also be charged an hourly rate for staff time.

- 8.5x11 black and white copies are \$0.15 per single sided page
- Hourly staff time is based on the current NYS minimum wage

The Library will respond to your request within five business days of receiving it. Day 1 is the day after your request was received. Holidays and weekends are not included as business days. If more time is needed to fulfil your request, you will be notified of the need for an extension for an additional seven business days.

To inspect public records, staff will contact you to make an appointment during regular business hours.

Common Exemptions from FOIA include but are not limited to:

- Personnel records
- Records subject to attorney-client privilege
- Records of negotiation prior to contractual award
- Records that could endanger the life or safety of any person
- Records that jeopardize the Library’s security of assets



Freedom of Information Act Request Form

All information must be filled out.

Name of person making request:

Mailing Address:

Email:

Telephone Number:

Records requested:

Staff Use Only

Date Received:

Fulfilled by: