

North Greenbush Public Library

Freedom of Information Law (FOIL) Policy

I. Purpose and Scope

North Greenbush Public Library (NGPL) will furnish to the public the information and records required to be disclosed by the New York State Freedom of Information Law (Article 6, Sections 84-90, of the Public Officers Law), and other applicable laws. FOIL allows members of the public the right to access government records, with certain exceptions.

II. Designation of Records Access Officers

A. The Library shall designate an appropriate employee or employees as "Records Access Officers" for the North Greenbush Public Library, and shall identify the Records Access Officers as such in materials available to the public.

B. The records access officers are responsible for ensuring that the North Greenbush Public Library appropriately responds to public requests for access to Library records. The designation of records access officers shall not be construed to prohibit other Library officials, including those who may have been authorized to make records or information available to the public in the past, from continuing to do so.

III. Requests for Public Access to NGPL Records

A. All requests for records must be in writing, Requests can be:

- Mailed to the Records Access Officer(s) at the following address:

Library Director
North Greenbush Public Library
141 Main Ave
Wynantskill, NY 12198

- E-mailed to the Records Access Officer at:
library@northgreenbushlibrary.org

B. All requests for access to records must include contact information of the requestor, including a telephone number and mailing address.

C. All requests must include a detailed description of the records that are being sought including, but not limited to, dates, titles, file designations, or any other information that will assist the NGPL in locating the requested records.

IV. Response to Requests for Public Records

A. Within five (5) business days of the receipt of a compliant written request, the NGPL will:

1. Make the record available to the requestor;
2. Furnish a written acknowledgement of the receipt of the request and a statement of the approximate date when the information will be made available; or
3. Deny access in writing, and state the basis for denying access.

B. A denial of access to any record will be sent in writing, and will summarize the reason for the denial, and provide information on how to appeal such denial.

C. If the NGPL does not respond to a request in accordance with Section IV.A, the request should be considered to have been denied.

V. Appealing a Denial of Access

A. All appeals of a denial of a request for a NGPL record must be submitted in writing within 30 days of the denied request. An appeal may be

1. Mailed to:
Library Director
North Greenbush Public Library
141 Main Ave
Wynantskill, NY 12198
2. E-mailed to: library@northgreenbushpubliclibrary.org

B. The FOIL Appeals Officer shall be the Library Board President.

C. An appeal must include the date of the original FOIL request, a detailed description of the records that are being sought including but not limited to dates, titles, file designations, or any other information that will help the ATPL to find the requested records, and the reason provided for the denial.

D. The FOIL Appeals Officer will independently review the withheld records and the basis for withholding them. The FOIL Appeals Officer will respond in writing to the appealing party within ten (10) business days after the appeal is perfected with his or

her determination as to whether the requested records were properly withheld or must be released.

E. Copies of all appeals and the determinations will be sent by the NGPL to the Committee on Open Government pursuant to Section 89(4)(a) of the Public Officers Law.

VI. Fees

A. The NGPL reserves the right to charge the requester for costs in accordance with law.

B. There shall be no fee charged for merely inspecting or searching for records.

Approved November 16, 2023

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