

FREEDOM OF INFORMATION LAW (FOIL) POLICY

I. Purpose and Scope

Voorheesville Public Library 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

The Library shall designate an appropriate employee or employees as “Records Access Officers” for the Voorheesville Public Library, and shall identify the Records Access Officers as such in materials available to the public. The Records Access Officers shall be the Library Director and Bookkeeper.

The records access officers are responsible for ensuring that the Voorheesville 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 Library Records

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

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

51 School Road
Voorheesville, NY 12186

E-mailed to the Records Access Officer at:

Director@voorpl.org

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

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 Voorheesville Public Library in locating the requested records.

IV. Response to Requests for Public Records

Within five (5) business days of the receipt of a compliant written request, the Voorheesville Public Library 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.

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.

If the Voorheesville Public Library does not respond to a request in accordance with Section IV., the request should be considered to have been denied.

Examples of information that are exempt from FOIL disclosure include:

- (1) Those exempt from disclosure by state or federal statute;
- (2) Those which if disclosed would constitute an unwarranted invasion of privacy;
- (3) Those which if disclosed would impair contract awards
- (4) Those which if disclosed would endanger life or safety
- (5) Inter-agency or intra-agency materials which are neither statistical nor factual data, instructions to staff affecting the public, final agency policy or determinations, or external audits, including those performed by the comptroller and federal government;
- (6) Information which if disclosed would jeopardize the security of an agency's information technology; and
- (7) Computer access codes.

V. Appealing a Denial of Access

All appeals of a denial of a request for a Voorheesville Public Library record must be submitted in writing within 30 days of the denied request.

The FOIL Appeals Officer shall be the Library Board President.

Approved on: 6/26/2023

Review Date: 6/2028

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.

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.

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

VI. Fees

The Voorheesville Public Library reserves the right to charge the requestor for costs in accordance with law. B. There shall be no fee charged for merely inspecting or searching for records.