



ROCKWELL FALLS
PUBLIC LIBRARY

FOIL REQUEST ROCKWELL FALLS PUBLIC POLICY PROCEDURE

Records Access Officer
Rockwell Falls Public Library
PO Box 400
Lake Luzerne, NY 12846

Re: Freedom of Information Law Request for Records

Dear Records Access Officer:

Under the provisions of the New York Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request a copy of records or portions thereof pertaining to (or containing the following)

(identify/describe the records and provide all relevant information and include dates of records if possible).

I understand there is a fee of \$.20 per page for duplication of the records requested.

As you know, the Freedom of Information Law requires that an agency respond to a request within five business days of receipt of a request. Therefore, I would appreciate a response as soon as possible and look forward to hearing from you shortly.

If for any reason any portion of my request is denied, please inform me of the reasons for the denial in writing and provide the name and address of the person or body to whom an appeal should be directed.

Sincerely,

Signature

Name

Address

City, State, ZIP code

Email Address

Phone Number

Rockwell Falls Public Library Freedom of Information Law (FOIL) Appeal

To: President, Rockwell Falls 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.

Space below is for Library use.

Date of Decision:

Decision (circle): Approved Denied

If denied again, please state why: