

Freedom of Information Law (FOIL) Policy

The purpose of this policy is to provide information and guidance for a member of the public to access records of the Goshen Public Library & Historical Society, Goshen, NY (the "Library") with a Freedom of Information Law ("FOIL") request.

The Library will furnish 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). FOIL allows members of the public the right to access government records, with certain exceptions. The full text of the FOIL law, guidance issued by the New York State Committee on Open Government, and other information about the law can be found on the Committee's website, <https://www.dos.ny.gov/coog/index.html>.

Designation of Records Access Officer

The Business Office Assistant is designated as the Library's "Records Access Officer" and shall be identified as the Records Access Officer in materials provided to the public.

The Records Access Officer shall:

- Ensure the Library appropriately responds to public requests for access to Library records within five (5) business days of the receipt of the request.
- Receive and process requests for access to Library records in the manner prescribed by the law.
- Maintain Library governance records for public inspection upon request.

Requests for Public Access to Library Records

All requests for records must be in writing and include the requestor's contact information in order to respond to the request.

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

A request can be submitted by:

1. Emailing the Library Records Access Officer at kcw@goshenpubliclibrary.org with an email cc: to clemmer@rcls.org using the subject line FOIL Request;
2. Faxing the request to 845.294.7158, Attn: Library Records Access Officer (Business Office); or
3. Mailing it to the Library Records Access Officer to the following address:
Goshen Public Library & Historical Society
366 Main Street, Goshen, NY 10924
ATTN: Library Records Access Officer (Business Office)

Response To Requests For Public Access To Library Records

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

1. Furnish a written acknowledgment of the receipt of the request and a statement of the approximate date when the information will be made available; or
2. 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.
3. If the Library does not respond to a request made by email within five (5) business days, please re-submit the request via fax at 845.294.7158. Attn: Library Records Access Officer (Business Office).

Appealing A Denial of Public Access To Library Records

The Library Director is designated as the Library's "FOIL Appeals Officer."

All appeals of a denial of a request for Library records must be submitted in writing within 30 days of the denied request to the FOIL Appeals Officer and include the requestor's contact information in order to respond to the request.

All appeals 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 Library find the requested records, and the reason provided for the denial.

The FOIL Appeals Officer will respond in writing to the appealing party within ten (10) business days after the appeal is completed with a determination as to whether the requested records were adequately withheld or must be released.

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

An appeal can be submitted via:

1. Emailing the Library FOIL Appeals Officer at *clemmer@rcls.org* with an email cc to: *kcw@goshenpubliclibrary.org* using the subject line FOIL Request; or
2. Faxing it to (845)243-3739, ATTN: FOIL Appeals Officer (Business Office); or
3. Mailing it to the Library FOIL Appeals Officer to the following address:
Goshen Public Library & Historical Society
366 Main Street, Goshen, NY 10924
ATTN: FOIL Appeals Officer (Business Office).

Fees

The Library reserves the right to charge the requestor for costs following Sections 87(1)(b)(iii) and 87(1)(b) and (c) of the Public Officers law.

Adopted June 12, 2023.