

Olive Free Library

Freedom of Information Law (FOIL) Request

To: Director, Olive Free Library

Date: __/__/__

Name (please print): _____

Signature : _____

Address: _____

Phone: _____

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

Choose one:

- I am requesting an appointment to inspect the records at the Olive Free Library at no charge.
- I am requesting copies of all records. I understand that the fees are \$0.25 per page for employeei copied records, and \$1.00 per page for certification of records.

As per the Freedom of Information Law, the Olive Free Library must answer your request within five days of receipt of your request. We will call or write if there is a problem with your request. Should your request be denied, we will send you a letter explaining why your request was denied. Denied requests may be appealed to the President of the Board of Trustees if you believe you were unfairly denied access to the requested records.

Space below is for Library use.

Date of Decision:

Decision (circle): Approved Denied

If denied, please state why:

Olive Free Library

Freedom of Information Law (FOIL) Appeal

To: President, Olive Free 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: