



NEW YORK FREEDOM OF INFORMATION LAW

The Wadsworth Library as a New York State governmental entity complies, as required by law, with the New York Freedom of Information Law (Public Officer Law, Article 6, Section 8470, Freedom of Information Law).

A person may request information and records available to the public in the following manner:

1. Use the Library's standard request letterform. (see Exhibit A)
2. Direct a request to the following individual, Library Director/FOIL Officer.
Requests can be made by writing to 24 Center Street, Geneseo, NY 14454, by Fax to 585.243.0429, by Telephone at 585.243.0440, or by e-mail to geneseolibrarydirector@owwl.org
3. Specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.
4. Reimburse us for reproducing the records, you will be charged the following fees: \$.20 per page for employee copied records.
5. The Library Director will respond to a written request within five (5) working days or sooner if possible. An extension of an additional fifteen (15) working days may be necessary to properly respond and if so the reason for doing this will be explained.
6. Inspect or copy records in person. An employee must be present throughout the inspection.
7. Make an appeal about the decision of the FOIL officer to the Board of Trustees using the
8. Library's standard appeal form. (See Exhibit B).
9. The place and times where the records will be available are as follows: 10:30 a.m. to 5 p.m., Monday through Friday, Wadsworth Library, Director's Office.

Information about the Freedom of Information Law can be obtained from the Committee on Open Government. Contact information for the Committee on Open Government is as follows:

Committee on Open Government
One Commerce Plaza
99 Washington Avenue, Suite 650
Albany, NY 12231
Telephone 518) 474-2518



WadsworthLibrary

RESPONSIBILITY DIRECTOR

Approved by Wadsworth Library Board of Trustees April 12, 2012

Reviewed by Wadsworth Library Board of Trustees May 10, 2018

REQUEST FOR INFORMATION

Library Director/FOIL Officer Wadsworth Library
24 Center Street Geneseo, NY 14454

Re: Freedom of Information Law Request for Records

Dear Library Director/FOIL 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. (OPTIONAL: If the fee exceeds \$, please contact me before duplicating the records.)

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



WadsworthLibrary

APPEAL FOR DENIAL OF ACCESS

President

Wadsworth Library Board of Trustees Wadsworth Library
24 Center Street Geneseo, NY 14454

Dear

I hereby appeal the denial of access regarding my request, which was made on (date)
and sent to Library Director/FOIL Officer. The records that were denied include:

(describe the records that were denied to the extent possible).

As required by the Freedom of Information Law, the Board of Trustees are required to respond within 10 business days of the receipt of an appeal. If the records are denied on appeal, please explain the reasons for the denial fully in writing as required by law.

In addition, please be advised that the Freedom of Information Law directs that all appeals and the determinations that follow be sent to the Committee on Open Government, Department of State, 41 State Street, Albany, New York 12231.

Sincerely,

Signature Name Address
City, State, ZIP code