

Wallkill Public Library

Where good things happen.

Freedom of Information Act

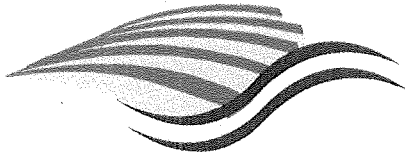
The purpose of this form is to provide access to library records in compliance with the Freedom of Information Act. Requests for records access will be addressed in the following manner:

All record requests shall be in writing using the form provided. The form shall include the requestor's name, address, telephone number, email, and type of record requested.

The library director or her designee will process all requests for library records. The library director or designee will locate and review requested records and notify the requestor in writing, unless otherwise arranged, of when the records may be obtained.

Within five business days of receipt of a written request for records access, the requestor will be notified of the status of the request. If upon review it is determined by the library director or designee that more than five business days are necessary to locate and review the records, the library director or designee will notify the requestor in writing within a reasonable amount of time. If after review it is determined that the entire record or part thereof is not authorized for release, the library director or designee will advise the requestor in writing unless otherwise arranged. Records approved for access will be mailed to the requestor within five days, unless otherwise arranged.

Copies of reports are available at a rate of 10 cents per page and should be accompanied by a self-addressed stamped envelope when applicable.



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FOIL REQUEST

Date: _____

Name of requestor: _____

Address: _____

Phone: _____

Email: _____

Do hereby request access to the following records from the Wallkill Public Library, Wallkill, NY, under the New York Freedom of Information Law, Article 6 of the Public Officers Law.

Type of Record: _____

Date of Record (if applicable): _____