

## **Fairport Public Library FOIL Policy**

In compliance with Public Officers Law, Article 6, and Executive Law, §206-a [1§] §208, the Board of Trustees of Fairport Public Library adopts this Freedom of Information Law policy.

### **Records Access Officer**

The Administrative Clerk is designated as Records Access Officer of the Library.

The Records Access Officer shall:

- Respond to all inquiries relating to the availability to the public of the library's records pursuant to the Freedom of Information Law within five business days (Monday – Friday) following receipt of the request.
- Receive and process requests for access to records in the manner prescribed by law.
- Maintain a current list of records, indexed according to subject matter, for public inspection.
- Comply with these and all other duties as itemized in Section 50.3 of the law.

### **Subject Matter List**

The Records Access Officer shall maintain and make available for public inspection and copying a correct list, by subject matter, of all records maintained by the library. The subject matter list shall be updated no less frequently than twice per year and shall be available to the public within thirty (30) days of passage of this policy. (see Appendix A)

### **FOIL Requests**

- Shall be submitted to the Records Access Officer in writing and shall specify whether the petitioner wishes to see and read the requested item or receive a copy. Email constitutes a written request.
- Shall be answered within five business days (Monday through Friday) of the date the request is received. If the document/information is not immediately available, the Records Access Officer shall notify the requesting individual when and how the requested record will be available.
- Shall be sufficiently detailed to identify the specific document requested.
- Shall include the name, mailing address, and telephone number of the requesting individual.
- May require payment for copies.

### **Inspection and/or copying records**

When access to records is granted, records may be inspected by the public at the library in the presence of the Records Access Officer or his/her designee during regular hours of library operation, as arranged in advance by the Records Access Officer. If the original of the record includes information, details,

and/or particulars requiring deletion, the individual requesting shall only be permitted to inspect a copy of the record with deletions.

Copying of the record will be performed by the Records Access Officer upon payment of the fee established by the Board of Trustees.

No original record may be removed from the custody of the Records Access Officer or his/her designee.

### **Denial of Requests**

Should the a particular FOIL request be denied, said denial may be appealed in writing to the President of the Board of Trustees by the individual requesting the record.

### **Fees**

Fees for copies will be charged in keeping with Public Officers Law, Article 6, and Executive Law, §206-a [1§] §208.

### **Public Notice**

The Records Access Officer shall cause public notice to be posted on the Library's website and on the bulletin board near the Main Street entrance to the Library informing the public of the Records Access Officer's business address and email address.

### **Freedom of Information Law**

Any details not specified in this policy should be located in the actual law, which may be found at <http://www.dos.ny.gov/coog/foil2.html>.

Approved by Facilities and Services Committee, January 11, 2012

Approved by Board of Trustees, January 12, 2012

## Subject Matter List

## Appendix A

The Library maintains records in the following general areas:

### Fairport Public Library Board of Trustees

- List of members
- Minutes of Board meetings
- Committee list
- Bylaws
- Charter and incorporation
- Long Range Plan
- Annual Report

### Financial documents

- Budget
- Bonds and notes
- Financial statements
- Banking statements
- Claims and Warrants
- Payroll
- Purchasing
- Reports

### Service delivery

- Circulation statistics
- Public service statistics
- New York State Library annual report

### Personnel management

- Personnel files
- Salary and wage schedule
- Employee handbook
- Civil Service

### Community communications

- Newsletter
- Press releases

### Policies

- Public service policies

### Facilities management

- Maintenance
- Repairs and renovations
- Service providers and vendors

### Administrative operations

- Contracts
- Insurance
- Inventory