

FREEDOM OF INFORMATION LAW (FOIL) POLICY

Purpose

In accordance with the New York State Freedom of Information Law (FOIL) (Public Officers Law, Article 6, Section 87), Connetquot Public Library is committed to providing public access to its records while ensuring compliance with legal requirements.

The Executive Director will be the Records Access Officer.

Requesting Records

- All FOIL requests must be submitted in writing. Requests can be sent via email, mail, or delivered in person.
- Requests should be as specific as possible, detailing the records sought, including dates, subjects, and any relevant information.

Where to Send Requests

FOIL requests should be directed to:

Connetquot Public Library
Attn: Records Access Officer
Email: admin@connetquotlibrary.org

Response Time

- The Library will acknowledge receipt of a request within **five (5) business days**.
- The Library will either provide access to the records, deny the request (with an explanation), or provide an estimated timeframe for response if additional time is needed.
- If a request is denied, the requester may appeal within **30 days** to the Records Access Officer.

Fees

- Copies of records are available for **\$0.25 per page** for standard-sized documents.
- Additional fees may apply for large-format copies or electronic records requiring special processing.
- Fees must be paid before records are released.

Exemptions

Certain records may be exempt from disclosure under FOIL, including but not limited to:

- Personal privacy-protected information
- Records that would jeopardize security
- Attorney-client privileged materials

- Proprietary business information

Notification to Employees of a Request for Access to Disciplinary Records

Per **NY Public Officers Law § 87(6)**, Connetquot Public Library must notify public employees if responding to a FOIL request for access to their disciplinary records.

- **Definition of Disciplinary Records:** Includes, but is not limited to:
 - Complaints, allegations, and charges against an employee
 - The name of the employee involved
 - Transcripts and exhibits from disciplinary hearings
 - The final disposition and any disciplinary action taken
 - Written opinions or memoranda supporting the decision
- **Notification Process:**
 - The Records Access Officer will notify the employee **after** processing the request.
 - The notice will include the date of the request and the name of the requester.
 - Notification will be sent by **regular mail** to the last known address of the employee or former employee.
 - Employees and former employees are responsible for keeping their address updated with the Library.
 - If the notice is returned by the U.S. Postal Service due to an incorrect address, no further notification will be sent.
 - There is **no obligation** to send notifications by email.
- **Exceptions:**
 - This rule applies **only** to disciplinary records.
 - It does **not** apply to other employee records.
 - It does **not** apply if the records are requested via **subpoena**.
 - This rule does not affect the requester's right to access records under FOIL.

Appeals

If a request is denied, an appeal may be submitted in writing within **30 days** to:

Connetquot Public Library
Attn: President, Board of Trustees
Email: trustee@connetquotlibrary.org

The Library will review the appeal and issue a response following the next scheduled Regular Meeting of the Board of Trustees.

Policy 700-90

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