



## **Freedom of Information Law (FOIL) Policy**

The New York State Freedom of Information Law requires government bodies and agencies to allow the public access to official documents and records. Some restrictions apply. Furthermore, the law provides access to existing records, and therefore, an agency need not create a record in response to a request.

A request for access to records should be made to the Records Access *Officer (the Library Manager)* for the Palmyra Community Library who is appointed by the Library Board of Trustees. The FOIL request form is available at the library.

Within five business days of the receipt of a written request for a record reasonably described, the library must make the record available, deny access in writing giving the reason for denial, or furnish a written acknowledgment of receipt of the request and a statement of the approximate date when the request will be granted or denied.

If a request is denied in whole or in part, the decision may be appealed to the Library Board of Trustees within thirty days of the response.

Adopted: November 18, 2010  
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