

**FREEDOM OF INFORMATION LAW (FOIL) REQUEST FORM**

**To: Kimberly DeCristofaro, Library Director**

Under the provisions of the New York Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request records or portions thereof pertaining to (or containing the following):

*(Please attempt to identify the records in which you are interested as clearly as possible).*

If there are any fees for copying the records requested, please inform me before filling the request, or you may supply the records without informing me if the fees are not in excess of:      \$

Name:

Address:

City, Zip:  Phone:

Signature:  Date:

**As per the Freedom of Information Law, Connetquot Public Library must answer your request within five days of receipt of your request. We will call or write if there is a problem with your request. Should your request be denied, we will send you a letter explaining why your request was denied. Denied requests may be appealed to the President of the Library Board of Trustees if you believe you were unfairly denied access to the requested records.**

**FOR LIBRARY USE**

**APPROVED**      Record will be available on:       *Please notify us when you would like to inspect the aforementioned document.*

**DENIED** (for the reason (s) checked below)

- Confidential Disclosure
- Part of investigatory file
- Would impair present or imminent contract award or collective bargaining negotiations
- Unwarranted invasion of personal privacy
- Related to employment, medical or credit histories, or personal references of employment applicants
- Record of which this Agency is the legal custodians cannot be found
- Record is not maintained by this Agency
- Exempted by Federal; or State statute
- Other

Library Director:       Date :