Kinderhook Memorial Library
Freedom of Information Law (FOIL) Policy

Approved October 3, 2011
Revised and Approved October 12, 2020
Revised and Approved: January 22, 2024

The Kinderhook Memorial Library as a New York State government entity complies with the New York Freedom of Information Law (Public Officers Law, Article 6, Section 87, Freedom of Information Law).

The Library Director will be the Records Access officer. A person may request information and records available to the public in the following manner:

1. Use the Freedom of Information Law Request Form (See Attachment A).

2. Direct the request to the following address: Records Access Officer Kinderhook Memorial Library PO, Box 293, Kinderhook, NY 12106

3. Specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.

4. Reimburse us our actual costs for reproducing and certifying (if requested) the records.

5. The Library Director will respond to a written request within five working days or sooner if possible. An extension of an additional 15 working days may be necessary to compile the information.

6. Documents requested under the FOIL may be available for inspection in person at no cost and by appointment. An employee must be present throughout the inspection. Original documents are not to be removed from the premises.

7. Make an appeal about the decision of the FOIL officer to the president of the Board of Trustees, using the Freedom of Information Law Appeal Form (See Attachment B).

Information about the Freedom of Information Law can be obtained from the Committee on Open Government:

Committee on Open Government
One Commerce Plaza, 99 Washington Ave, Suite 650
Albany, NY 12231
(518) 474-2518
To: Library Director, Kinderhook Memorial Library

Date: _____/_____/______

Name (Printed): _________________________________________________________________

Signature: ______________________________________________________________________

Address: _______________________________________________________________________

Phone: _________________________________________________________________________

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

Choose one:

○ I am requesting an appointment to inspect the records (specify what records and the dates, if known) at the Kinderhook Memorial Library at no charge.

○ I am requesting copies of all records (specify what records and the dates, if known). I understand that - the fees are $0.25 per page for employee copied records, $1.00 per page for certification of records - I will be responsible for paying the actual costs of reproducing records.

As per the Freedom of Information Law, the Kinderhook Memorial 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 Board of Trustees if you believe you were unfairly denied access to the requested records.

Space below for Library use:

- Date of Decision:

- Decision (circle):  
  - Approved
  - Denied

- If denied, please state why:
Kinderhook Memorial Library
Freedom of Information Law (FOIL) Appeal Form

Appeal To: President, Kinderhook Memorial Library Board of Trustees

Date: ____/____/____

Name (Printed):_________________________________________________________

Signature:________________________________________________________________

Address:_________________________________________________________________

Phone:__________________________________________________________________

I hereby appeal the denial of access regarding my request, which was made on
____/____/_____ and sent to _____________________________________________.

The records that were denied include (Please attempt to identify the records in which you are
denied access to as clearly as possible):

As per the Freedom of Information Law, the President of the Board of Trustees must
answer your request within ten days of receipt of your request. Should your request be
denied again, we will send you a letter explaining why your request was denied. In keeping
with New York State law, a copy of the verdict on your appeal will be sent to the Committee
on Open Government , Department of State, 41 State Street, Albany, NY 12231, regardless
of the verdict.

________________________________________________________________________

Space below for Library use:

• Date of Decision: ____/____/____

• Decision: Approved Denied

• If denied again, please state why