



Freedom of Information Law (FOIL) Request

To: Director, Kingston Library

Date ____/____/____

Name (please print) _____

Signature _____

Address _____

Phone _____

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 \$_____.

As per the Freedom of Information Law, Kingston 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 is for Library use.

Date of Decision ____/____/____

Decision (circle):

Approved

Denied

If denied, please state why:

(Remember: If your request is denied, you may still appeal the decision to the President of the Board of Trustees)