



55 Franklin Street  
Kingston, NY 12401  
(845) 339-4260

<http://www.kingstonlibrary.org>

## Freedom of Information Law (FOIL) Appeal

To: President, Kingston Library Board of Trustees

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name (please print) \_\_\_\_\_

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, New York 12231, regardless of the verdict.**

*Space below is for Library use.*

Date of Decision \_\_\_\_/\_\_\_\_/\_\_\_\_

Decision (circle):

**Approved**

**Denied**

If denied again, please state why: