



**Grand Island Memorial Library**  
**FREEDOM of INFORMATION LAW (FOIL) POLICY**

**I. Purpose and Scope**

This Policy provides information about how members of the public can access records of the Grand Island Memorial Library (GIML or Library). This Policy applies to the GIML only. For information on how to access records of the Buffalo & Erie County Public Library or the records of Buffalo & Erie County Public Library System functions, please refer to the Buffalo & Erie County Public Library Freedom of Information Law (FOIL) Policy which can be found on the B&ECPL Website at B&ECPL FOIL Policy.

The GIML will furnish to the public the information and records required to be disclosed by the New York State Freedom of Information Law (Article 6, Sections 84-90, of the Public Officers Law), and other applicable laws. FOIL allows members of the public the right to access government records, with certain exceptions. The full text of the FOIL law, guidance issued by the New York State Committee on Open Government, and other information about the law can be found on the Committee's website, <http://www.dos.ny.gov/coog/index.html>.

**II. Designation of Records Access Officers**

- a. The Library shall designate an appropriate employee as "Records Access Officer" for the GIML, and shall identify the Records Access Officer as such in materials available to the public.
- b. The Records Access Officer is responsible for insuring that the GIML appropriately responds to public requests for access to Library records. The designation of Records Access Officer shall not be construed to prohibit other Library officials, including those who may have been authorized to make records or information available to the public in the past, from continuing to do so.
- c. The Records Access Officer for GIML will be the Library Director.

**III. Requests for Public Access to GIML Records**

- a. All requests for records must be in writing, either in letter format or using GIML's FOIL Application Form. Requests can be:

- Mailed to the Records Access Officer at the following address:

Grand Island Memorial Library  
Records Access Officer  
1715 Bedell Rd.  
Grand Island, NY 14072

or

- Faxed to (716) 774-1146; or
- E-mailed to the Records Access Officer at [gri@buffalolib.org](mailto:gri@buffalolib.org)

- b. All requests for access to records must include contact information of the requestor, including a telephone number and mailing address.
- c. All requests must include a detailed description of the records that are being sought including, but not limited to, dates, titles, file designations, or any other information that will assist the GIML in locating the requested records.

#### **IV. GIML Response to Requests for Public Records**

- a. Within five (5) business days of the receipt of a compliant written request, the GIML will:
  - i. Make the record available to the requestor; or
  - ii. Furnish a written acknowledgement of the receipt of the request and a statement of the approximate date when the information will be made available; or
  - iii. Deny access in writing, and state the basis for denying access.
- b. If necessary, the GIML will provide a further response to the FOIL request no later than twenty (20) business days from the date of the written acknowledgement of the FOIL request. In such response, the GIML will in writing either (1) grant the request in full or part, (2) deny the request in full or part with an explanation of the basis for any denial, and/or (3) indicate that the GIML requires additional time to provide a full response to the FOIL request, with an estimated date that such response can be provided. In this further response, GIML will also notify the requestor of his or her appeal rights as stated in this policy and section 89 of the Public Officer's Law.

## V. Appealing a Denial of Access

- a. All appeals of a denial of a request for a GIML record must be submitted in writing within 30 days of the denied request, either in letter format or using the GIML's FOIL Appeal Form. An appeal may be

Mailed to:

Grand Island Memorial Library  
Board of Trustees  
1715 Bedell Rd.  
Grand Island, NY 14072

or

Faxed to (716) 774-1146; or

E-mailed to the FOIL Appeals Officer at  
[gri@buffalolib.org](mailto:gri@buffalolib.org)

- b. The GIML's FOIL Appeals Officer shall be the Board of Trustees.
- c. An appeal must include the date of the original FOIL request, a detailed description of the records that are being sought including but not limited to dates, titles, file designations, or any other information that will help the GIML to find the requested records, and the reason provided for the denial.
- d. The GIML Board of Trustees will assemble a committee of 3 library trustees to review the withheld records and the basis for withholding them. The GIML Board of Trustees and/or its designee will respond in writing to the appealing party within ten (10) business days after the appeal is perfected with the committee's determination as to whether the requested records were properly withheld or must be released.
- e. Copies of all appeals and the determinations will be sent by the GIML to the Committee on Open Government pursuant to Section 89(4)(a) of the Public Officers Law.

## VI. Fees

- a. The GIML reserves the right to charge the requestor for costs in accordance with Sections 87(1)(b) and (c) of the Public Officers law.

Adopted by the Board of Trustees of the Grand Island Memorial Library on November 28, 2023.



Grand Island Memorial Library
FREEDOM OF INFORMATION LAW (FOIL)
APPLICATION FOR PUBLIC ACCESS TO RECORDS

This Form is for application to the Grand Island Memorial Library.

MAIL TO: Grand Island Memorial Library
Records Access Officer
1715 Bedell Rd.
Grand Island, NY 14072

I hereby apply to (1) inspect ( ) OR (2) obtain a copy of ( ) the following record:

Three horizontal lines for recording the record to be accessed.

Signature

Date

Print Name

( ) Telephone

Representing (if applicable)

e-mail

Mailing Address

FOR LIBRARY USE ONLY

Approved ( )

Denied (for the reason(s) checked below)

- ( ) exempt under state or federal statute
( ) contains information that is an unwarranted invasion of personal privacy
( ) compiled for law enforcement purposes
( ) are inter- or intra-agency communication materials
( ) are examination questions or answers
( ) if disclosed would jeopardize security of its IT or electronic information system
( ) Other (Specify)

Signature

Date

Title

Received by

Date



Grand Island Memorial Library
FREEDOM OF INFORMATION LAW (FOIL)
APPEAL REQUEST FORM

This Form is for application to the Grand Island Memorial Library.

MAIL TO: Grand Island Memorial Library
Board of Trustees
1715 Bedell Rd.
Grand Island, NY 14072

I hereby appeal:

Signature Date
Print Name Telephone
Representing (if applicable) e-mail

Mailing Address

Date of Original Request:
Records Requested:

Reason Provided for Denial:

FOR LIBRARY USE ONLY
Denial Upheld ( ) Signature:
Denial Reversed ( ) Title:
Date: