Richmond Memorial Library	
Manual Name: Library Policy Manual	Date Effective:10/13/2026
Section: **FOIL Policy and Procedure**	Date Created/Revised: 10/2026

Richmond Public Library FOIL Policy & Procedure

Section 1 - Purpose and scope:
The Richmond Public Library (the "Library") shall furnish to the public the information and records required by the Freedom of Information Law ("FOIL"), as well as records otherwise available by law.

Section 2 - Records Access Officer:

1. The Board of Trustees is responsible for ensuring compliance with FOIL, and designates the following person(s) as Records Access Officer(s):

   Assistant Library Director Laura Dumuhosky

   Library Director Samantha Stryker
   Richmond Memorial Library
   19 Ross St
   Batavia, NY 14020

   ldumuhosky@nioga.org

   585-343-9550

2. The Records Access Officer is responsible for ensuring appropriate Library response to public requests for access to records. To that end, the Records Access Officer shall ensure that Library personnel:
   a) Maintain an up-to-date subject matter list consistent with the Library's records management policies.
   b) Assist persons seeking records to identify the records sought, if necessary, and when appropriate, indicate the manner in which the records are filed, retrieved or generated to assist persons in reasonably describing records.
   c) Contact persons seeking records when a request is voluminous or when locating the records involves substantial effort, so that personnel may ascertain the nature of records of primary interest and attempt to reasonably reduce the volume of records requested.
   d) Upon locating the records, take one of the following actions:
      i. Make records available via copying or inspection; or
      ii. Deny access to the records in whole or in part and explain in writing the reasons therefor.
   e) Upon request for copies of records:
      i. Make a copy available upon payment or offer to pay established fees per this policy; or,
      ii. Permit the requester to copy those records.

f) Upon request, certify that a record is a true copy; and
g) Upon failure to locate records, certify that;
    i. The Library is not the custodian for such records, or
    ii. The records of which the Library is a custodian cannot be found after diligent search.

Section 3 – Posted Notice:

The Library shall post the Public Notice (Annex A) at the following public location:
The lobby at the Richmond Memorial Library

Section 4 - Hours for public inspection:

Requests for public access to records shall be accepted and records produced by appointment only. Records require review prior to possible disclosure. As a result, documents and records will not be immediately available.

Section 5 - Requests for public access to records:

1. To ensure clarity, a written request is required; oral requests will not be accepted.
2. If records are maintained on the internet, the requester shall be informed that the records are accessible via the internet and in printed form either on paper or other information storage medium.
3. The Records Access Officer shall generate response within five business days of receipt of a request by:
    a) informing a person requesting records that the request or portion of the request does not reasonably describe the records sought, including direction, to the extent possible, that would enable that person to request records reasonably described;
    b) granting or denying access to records in whole or in part;
    c) acknowledging the receipt of a request in writing, including an approximate date when the request will be granted or denied in whole or in part, which shall be reasonable under the circumstances of the request and shall not be more than twenty business days after the date of the acknowledgment, or if it is known that circumstances prevent disclosure within twenty business days from the date of such acknowledgment, providing a statement in writing indicating the reason for inability to grant the request within that time and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part; or
    d) if the receipt of request was acknowledged in writing and included an approximate date when the request would be granted in whole or in part within twenty business days of such acknowledgment, but circumstances prevent disclosure within that time, providing a statement in writing within twenty business days of such acknowledgment specifying the reason for the inability to do so and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part.
4. In determining a reasonable time for granting or denying a request under the circumstances of a request, the Records Access Officer shall consider the volume of a request, the ease or difficulty in locating, retrieving or generating records, the complexity of the request, the need to review records to determine the extent to which they must be

disclosed, the number of requests received by the Library, and similar factors that bear on the ability to grant access to records promptly and within a reasonable time.

5. A failure to comply with the time limitations described herein shall constitute a denial of a request that may be appealed. Such failure shall include situations in which the Records Access Officer:
    a) fails to grant access to the records sought, deny access in writing or acknowledge the receipt of a request within five business days of the receipt of a request;
    b) acknowledges the receipt of a request within five business days but fails to furnish an approximate date when the request will be granted or denied in whole or in part;
    c) furnishes an acknowledgment of the receipt of a request within five business days with an approximate date for granting or denying access in whole or in part that is unreasonable under the circumstances of the request;
    d) fails to respond to a request within a reasonable time after the approximate date given or within twenty business days after the date of the acknowledgment of the receipt of a request;
    e) determines to grant a request in whole or in part within twenty business days of the acknowledgment of the receipt of a request, but fails to do so, unless the Library provides the reason for its inability to do so in writing and a date certain within which the request will be granted in whole or in part;
    f) does not grant a request in whole or in part within twenty business days of the acknowledgment of the receipt of a request and fails to provide the reason in writing explaining the inability to do so and a date certain by which the request will be granted in whole or in part; or
    g) responds to a request, stating that more than twenty business days is needed to grant or deny the request in whole or in part and provides a date certain within which that will be accomplished, but such date is unreasonable under the circumstances of the request.

Section 6 - Subject matter list:

The Records Access Officer shall maintain a reasonably detailed and annually updated list by subject matter of all records in its possession. Such list shall comport with the requirements of the Local Government Schedule, LGS-1.

Section 7 - Denial of access to records:

1. Denial of access to records shall be in writing stating the reason therefor and advising the requester of the right to appeal to the individual or body established to determine appeals, [who or which] shall be identified by name, title, business address and business phone number.
2. If requested records are not provided promptly, as required in Section 5 of these regulations, such failure shall also be deemed a denial of access.

The following person or persons or body shall determine appeals regarding denial of access to records under the Freedom of Information Law:

Library Director Samantha Stryker

Richmond Memorial Library
19 Ross St
Batavia, NY 14020

sstryker@nioga.org

585-343-9550

Any person denied access to records may appeal within thirty days of a denial.

3. The time for deciding an appeal by the individual or body designated to determine appeals shall commence upon receipt of a written appeal identifying:
    a) the date and location of requests for records;
    b) a description, to the extent possible, of the records that were denied; and
    c) the name and return address of the person denied access.
4. A failure to determine an appeal within ten business days of its receipt by granting access to the records sought or fully explaining the reasons for further denial in writing shall constitute a denial of the appeal.

    The person or body designated to determine appeals shall transmit to the Committee on Open Government copies of all appeals upon receipt of appeals. Such copies shall be sent by email to coog@dos.ny.gov or mailed to the address below:

    Committee on Open Government
    Department of State
    One Commerce Plaza
    99 Washington Avenue, Suite 650
    Albany, NY 12231

5. The person or body designated to determine appeals shall inform the appellant and the Committee on Open Government of its determination in writing within ten business days of receipt of an appeal. The determination shall be transmitted to the Committee on Open Government in the same manner as set forth subdivision (f) of this section.

Section 8 - Fees:

1. There shall be no fee charged for:
    a) inspection of records;
    b) search for records; or
    c) any certification pursuant to this part.
2. Copies may be provided without charging a fee.
3. Fees for copies will be charged, with the following parameters:
    a) the fee for copying records shall not exceed 25 cents per page for photocopies not exceeding 9 by 14 inches. [This section shall not be construed to mandate the raising of fees where libraries in the past have charged less than 25 cents for such copies];
    b) the fee for photocopies of records in excess of 9 x 14 inches shall not exceed the actual cost of reproduction; or
    c) The Library has the authority to redact portions of a paper record and does so prior to disclosure of the record by making a photocopy from which the proper redactions are made.
4. The fee the Library may charge for a copy of any other record is based on the actual cost of reproduction and may include only the following:
    a) an amount equal to the hourly salary attributed to the lowest paid employee who has the necessary skill required to prepare a copy of the requested record, but only when more than two hours of the employee's time is necessary to do so; and

b) the actual cost of the storage devices or media provided to the person making the request in complying with such request; or
c) the actual cost to the Library of engaging an outside professional service to prepare a copy of a record, but only when the Library's information technology equipment is inadequate to prepare a copy, and if such service is used to prepare the copy.

5. When the Library has the ability to retrieve or extract a record or data maintained in a computer storage system with reasonable effort, or when doing so requires less employee time than engaging in manual retrieval or redactions from non-electronic records, the Library shall be required to retrieve or extract such record or data electronically. In such case, the Library may charge a fee in accordance with paragraph (4)(1) and (2) above.
6. The Library shall inform a person requesting a record of the estimated cost of preparing a copy of the record if more than two hours of the Library employee's time is needed, or if it is necessary to retain an outside professional service to prepare a copy of the record.
7. The Library may require that the fee for copying or reproducing a record be paid in advance of the preparation of such copy.

Section 9 – Notification of employees whose disciplinary records are disclosed:

1. Whenever the Library discloses a current or former employee's disciplinary records pursuant to a FOIL request not made by the employee, the Record Access Officer shall immediately notify the employee in writing that their disciplinary records were disclosed and shall maintain a record of the notification (provided as Annex B).
2. Disciplinary records are defined as records relating to the administration of Section 75 of the Civil Service Law, or the relevant sections of collective bargaining agreements negotiated in lieu of Section 75 of the Civil Service Law, including:
    a) the complaints, allegations, and charges against an employee;
    b) the name of the employee complained of or charged;
    c) the transcript of any disciplinary trial or hearing, including any exhibits introduced at such trial or hearing;
    d) the disposition of any disciplinary proceeding; and
    e) the final written opinion or memorandum supporting the disposition and discipline imposed including the agency's complete factual findings and its analysis of the conduct and appropriate discipline of the covered employee.
3. For current employees, the notification shall be sent to the employee's work email address or, if unavailable, their home address listed in the employee's personnel file. For former employees, the notification will be sent to the employee's last known home address listed in the former employee's personnel file.

Adopted October 13, 2026
Richmond Memorial Library Board of Trustees

Approved by Board: October 13, 2026	

Annex A: PUBLIC NOTICE

YOU HAVE A RIGHT TO SEE PUBLIC RECORDS

The amended Freedom of Information Law, which took effect on January 1, 1978, gives you the right of access to many public records. The Richmond Memorial Library has adopted regulations governing when, where, and how you can see public records. The regulations can be seen at all places where records are kept. According to these regulations, records can be seen and copied at:

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      ii. Deny access to the records in whole or in part and explain in writing the reasons therefor.
   e) Upon request for copies of records:
      i. Make a copy available upon payment or offer to pay established fees per this policy; or,
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14. The Library may require that the fee for copying or reproducing a record be paid in advance of the preparation of such copy.

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6. For current employees, the notification shall be sent to the employee's work email address or, if unavailable, their home address listed in the employee's personnel file. For former employees, the notification will be sent to the employee's last known home address listed in the former employee's personnel file.

Adopted October 13, 2026
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Annex B: Notice to employees whose disciplinary records are disclosed

[Date]
[Address]

Dear [current or former employee],

The Freedom of Information Law ("FOIL") allows the public to access disciplinary records maintained by the Richmond Public Library (the "Library").

Pursuant to FOIL Section 87(6) and Section 9 of Library's FOIL Policy, this notice is to inform you that the Library has received and complied with a FOIL request for your disciplinary records.

Sincerely,

Records Access Officer
Richmond Public Library