

NEW YORK FREEDOM OF INFORMATION LAW
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 Nanuet Public Library has adopted rules and 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:

Nanuet Public Library
149 Church Street
Nanuet, NY 10954

from the hours of 9:00 A.M. to 5:00 P.M. Monday through Friday, except if the library is closed for a holiday. You may contact the Records Access Officer identified below to make an appointment to review any records requested. The fee for copying records is \$0.25 per page or the actual cost of reproduction. Please include a regular mailing address and telephone number in your request, even where the request is made electronically.

The Records Access Officer who will help you to exercise your right to access is:

Senior Account Clerk
Nanuet Public Library
149 Church Street
Nanuet, NY 10954
845-623-4281

If you are denied access to a record, you may appeal to the following body:

Board of Trustees
Nanuet Public Library
149 Church Street
Nanuet, NY 10954
845-623-4281

The following records, or applicable portions thereof, are not available for public inspection or copying:

Records or materials that:

- (a) are specifically exempted from disclosure by state or federal statute;
- (b) would if disclosed result in an unwarranted invasion of personal privacy, including personnel records, employment, medical and credit histories of employees or applicants for employment;

- (c) would if disclosed impair present or imminent contract awards or collective bargaining negotiations;
- (d) are trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise;
- (e) are compiled for law enforcement purposes and which if disclosed would:
 - i. interfere with law enforcement investigations or judicial proceedings;
 - ii. deprive a person of a right to a fair trial or impartial adjudication;
 - iii. identify a confidential source or disclose confidential information relative to a criminal investigation; or
 - iv. reveal criminal investigative techniques or procedures, except routine techniques and procedures;
- (f) could if disclosed endanger the life or safety of any person;
- (g) are inter-agency or intra-agency communications, except to the extent that such materials consist of:
 - i. statistical or factual tabulations or data;
 - ii. instructions to staff that affect the public;
 - iii. final agency policy or determinations; or
 - iv. external audits, including but not limited to audits performed by the comptroller and the federal government;
- (h) are examination questions or answers that are requested prior to the final administration of such questions; or
- (i) if disclosed, would jeopardize an agency's capacity to guarantee the security of its information technology assets, such assets encompassing both electronic information systems and infrastructures

APPROVED:

NANUET PUBLIC LIBRARY BOARD OF TRUSTEES, MAY 7, 2016