

Freedom of Information Law (FOIL) Requests

The Center Moriches Free Public Library responds to written requests for information under the Freedom of Information Law (FOIL).

Requesting Records

Include the following in your request:

1. Specifically describe the record(s) you seek, including as much of the following as possible: document title, date/approximate date range, any additional information that will enable the Records Access Officer to identify the requested record(s).
2. Include a daytime phone number, so the Records Access Officer can contact you with questions/information regarding your request.

Submitting a Request

By Mail: Marcie Litjens, Records Access Officer/Library Director, Center Moriches Free Public Library, 235 Main St., Center Moriches, NY 11934

By Fax: (631) 878-3310

By Email: director@centermoricheslibrary.org

Location and Time of Availability of Records

Records made available pursuant to FOIL will be available for review and copying, upon appointment, weekdays between 9:30 a.m. – 4:30 p.m. at Center Moriches Free Public Library, 235 Main St., Center Moriches, NY 11934

Copying Fees:

The fees for copying records shall be:

1. .25 cents per page, or
2. Actual costs of reproduction

For more information about the Freedom of Information Law, visit the Committee on Open Government at: <http://www.dos.ny.gov/coog/>

CENTER MORICHES FREE PUBLIC LIBRARY

APPLICATION FOR ACCESS TO RECORDS

I Hereby Apply to Review or Copy the Record(s) Described Below:

Name of Applicant:	Telephone Number:
Name of Business Firm:	Street Address:
Name of Client Represented:	City State Zip Code
Signature of Applicant	Date of Application

Description of Record Sought to Inspect: Please describe the record sought in as specific detail as possible.

If I desire copies of the records sought I hereby agree to pay the statutory fee (Cost of reproduction, \$.25 per page)
Documents to be copied Yes No

To Be Completed By Agency Freedom of Information Officer

Receipt of this request is acknowledged. You will receive a response as quickly as possible. Please allow Thirty (30) business days for processing before contacting this office.

Please Note: The Public Officer's Law requires that a municipality respond to this original request within five (5) business days. There is no specific time limit, however, as to the time to produce the documents.

Information Officer	Title	Date
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You have the right to appeal a denial of this application in writing to the Administration Office, 235 Main St., Center Moriches, NY 11934 – (631) 878-0940 within thirty (30) days of a denial.