

FREEDOM OF INFORMATION LAW REQUEST FORM TO:

TO: Freedom of Information Officer
Guilderland Public Library
2228 Western Avenue Guilderland, NY 12084

I hereby apply to inspect the following record (copying charge is 10 cents per page):

Signature: _____

Date: _____

Representing: _____

Mailing Address: _____

Phone number: _____

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GUILDERLAND PUBLIC LIBRARY USE ONLY

Approved _____ **OR Denied** for the reason(s) checked below:

- Part of investigatory file compiled for law enforcement purposes
- Confidentiality Law NYS
- Civil Practice Law Sect. 4509
- Unwarranted invasion of personal privacy
- Record cannot be found
- Record is not maintained by the library
- Exempted by statute other than the Freedom of Information Law
- Interagency or interagency materials which are not statistical or factual tabulations of data, instructions to staff that affect the public or final agency policy or external audits
- Trade secret(s) which if disclosed would cause substantial injury to the competitive position of the subject enterprise
- Disclosure would impair present or imminent contract awards or collective bargaining negotiations
- Disclosure may endanger life or safety of any person
- Other (specify) _____

Signature

FOIL Officer

Date