

FREEDOM OF INFORMATION LAW REQUEST FORM

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 _____

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Phone number _____

FOR 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 intraagency materials which are not statistical or factual tabulations or 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 _____

Citations

Approved 9/16/95
revised 3/11/99
reaffirmed 2/9/06

GUILDERLAND PUBLIC LIBRARY

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