

Albany Pine Bush Preserve Commission FOIL Policy

In New York State, access to government records is provided under Public Officers Law, Article 6, commonly called the Freedom of Information Law or "FOIL", and Article 6-A, commonly referred to as the Personal Privacy Protection Law. These laws enable citizens to view or to request copies of public records, subject to certain exceptions. To view or request copies of records held by the Albany Pine Bush Preserve Commission (Commission) you may send a letter by mail; facsimile, or e-mail to:

FOIL Officer
Albany Pine Bush Preserve Commission
195 New Karner Road
Albany, NY 12205
Fax: (518) 456-8198
Email: info@albanypinebush.org

Please be as specific as possible when requesting records, so that we may easily identify which records maintained by the Commission are responsive to your request.

The FOIL Officer will provide an acknowledgment within five business days of receipt of your request. In this acknowledgment, you will be advised when you may expect a response to your request, usually within 20 business days.

When you send your request to us, you may specify if you would like to inspect the documents. We will contact you to schedule an appointment to come to our offices during regular business hours and view the materials. When possible, we will provide documents electronically. Arrangements will be made if you desire photocopies of documents. You will be charged 25 cents per page for photocopying or the actual cost of reproduction. Please make checks payable to the Albany Pine Bush Preserve Commission.

Where the Commission does not timely respond to a FOIL request, or if a request for access to records has been denied in whole or in part, an appeal may be filed with the Commission's FOIL Appeals Officer.

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Once an appeal is received, the FOIL Appeals Officer will provide an acknowledgment of its receipt to the individual filing the appeal. The FOIL Appeals Officer will conduct an independent review of the records that were withheld.

The FOIL Appeals Officer will issue a final determination. If the determination is to release records, the individual filing the appeal will be notified of the cost of reproducing the records and, alternatively that he or she may review the records at the Commission's offices by appointment.

The FOIL Appeals Officer's determination is a final agency action. Pursuant to Public Officers Law § 89(4)(b), the determination may be challenged in state supreme court by the filing of a Civil Practice Law and Rules ("CPLR") Article 78 petition.