

PLANETARIUM AUTHORITY FOIL LANGUAGE

The Freedom of Information Law (FOIL), Article 6 (Sections 84–90) of the NYS Public Officers Law, affirms that the public has the right of access to certain Planetarium Authority records with some exceptions.

When submitting a FOIL request, be as specific as possible in describing the requested records.

The Records Access Officer will respond to your request within **five** business days of receiving the request to either provide the record requested, deny the request, or acknowledge receipt of the request. In the case of a receipt of acknowledgment, the Officer will provide a time frame with an approximate date outlining when you can expect to hear about the grant or a denial of a request. The date may vary based upon the number of documents requested, the format and availability of such documents, the time it takes to make the documents sharable pursuant to FOIL, and a variety of other factors.

If the requested records require a fee to be paid, you will be notified prior to the records being made available to you. Once the record is prepared, you may receive the records via email or mail.

REQUEST RECORDS

Option 1: Mail a written request to:

Records Access Officer
Office of General Counsel
200 Central Park West
New York, NY 10024

Option 2: Email a written request to: Records Access Officer, legal@amnh.org

APPEAL OF DENIAL

If the Planetarium Authority denies the request for a record (in whole or in part), the denial may be appealed by submitting a written appeal within thirty (30) days of the written response to your FOIL request. The following documents should be sent:

- (1) A copy of the original request for records
- (2) A copy of the FOIL response letter; and
- (3) The appeal letter.

Please send the appeal to:

Records Access Officer
Office of General Counsel
200 Central Park West
New York, NY 10024

You will be informed in writing of the decision within ten (10) business days of the Records Access Officer's receipt of the appeal.