

**Silver Lake Public Library
Policy & Procedure for Handling FOIA Requests**

- I. Public Records
 - A. Public record is defined as any recorded information, regardless of form.
 - B. Requests for library records, which identify an individual as having requested or obtained certain materials from the Library, shall be denied in accordance with The Kansas Public Records Law, K.S.A. 45-215 et.seq., 1984.

- II. Procedure
 - A. Available records may be inspected during regular business hours of the Silver Lake Public Library.
 - B. All requests must be submitted in writing and signed by the requestor. Requests do not need to be made in person.
 - C. All requests must be made to the Library Director, official custodian of library records. The custodian must respond appropriately within three days of the request.
 - D. Original copies shall not be removed from the Library without written permission of the custodian.
 - E. All requests for a single copy of any budget, report, minutes, or other discrete and readily identified item not exceeding 10 pages covered by the Act will be provided without fee. Copy fees will apply to requests for document[s] more than 10 pages and must be paid in advance.

Approved by the Board of Trustees August 8, 2016
Reviewed/ revised March 12, 2018