



Title: Freedom of Information Law Policy	Policy Category: Administrative
Issuing Authority: Administration & Finance	Responsibility: Audit & Management Advisory Services
Publication Date: 11/18/2022	Next Review Date: 11/18/2025

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

Policy Statement/Background:

The Freedom of Information Law ('FOIL'), Article 6 of the New York State Public Officer's Law (84-90), gives the public access to State agency records and the right to inspect and copy records, except to the extent that records or portions thereof fall within one or more grounds for exemption set forth in such statute.

Policy:

All requests under FOIL, regardless of where they are initially received, must be directed to the University's designated Records Access Officer. The Records Access Officer will respond to written requests within time frames as set out in FOIL. The Records Access Officer will contact appropriate record custodians to obtain the records necessary to respond to requests and record custodians will provide such records to the Records Access Officer. Determinations regarding disclosure of records will be made by the Records Access Officer. The University will grant or deny, in whole or part, access to responsive records, in compliance with FOIL. Where records are exempt from disclosure under FOIL, the University will state the reason for not disclosing such exempt records and provide appeal information to the requestor.

Definitions:

None

Contact:

Additional information about this policy is available here:

Records Access Officer

291 Administration Building
Stony Brook, NY 11794-1308
Fax: (631) 632-2981
Email: RecordsAccessOfficer@stonybrook.edu

Relevant Standards, Codes, Rules, Regulations, Statutes and Policies:

- [NYS Public Officers Law: Article 6](#)
- [SUNY: Compliance with Freedom of Information Law \(FOIL\)](#)
- [Stony Brook Audit & Management Advisory Services Website](#)