



FOIL CHECKLIST FOR FOIL # _____

1. Documents requested are attached _____
2. This County department/agency does not possess any responsive documents _____
3. Description insufficient for purposes of locating and identifying documents sought _____
4. Documents are exempt from disclosure because they are subject to attorney/client privilege (CPLR 4503 (a)) _____
5. Documents are exempt from disclosure because they constitute attorney work product (CPLR 3101(c)) _____
6. Documents are specifically exempted from disclosure by state or federal statute (POL 87 (2)(a)) (specify):

7. Disclosure would constitute an unwarranted invasion of personal privacy (POL 87(2)(b)) _____
8. Disclosure would impair present or imminent contract awards or collective bargaining negotiations (POL 87(2)(c)) _____
9. Records requested are trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which, if disclosed, would cause substantial injury to the competitive position of the subject enterprise (POL 87(2)(d)) _____
10. Records are compiled for law enforcement purposes and which, if disclosed, would:
 - i. interfere with law enforcement investigations or judicial proceedings (POL 87(2)(e)(i)) _____
 - ii. deprive a person of a right to a fair trial or impartial adjudication (POL 87(2)(e)(ii)) _____
 - iii. identify a confidential source or disclose confidential information relating to a criminal investigation. (POL 87(2)(e)(iii)); _____
 - iv. reveal criminal investigative techniques or procedures, except routine techniques and procedures (POL 87(2)(e)(iv)) _____

11. Documents relate to a request for law enforcement disciplinary records and is subject to mandatory redaction (POL 87 4-a) & (POL 89 (2-b))_____
12. Documents relate to a request for law enforcement disciplinary records and is subject to discretionary redaction for “technical infractions”(POL 87 (4-b)) & POL 89 (2-c))_____
13. Disclosure could endanger the life and safety of any person (POL 87(2)(f))_____
14. Records are inter-agency or intra-agency materials (POL 87(2)(g)) which are not
 - i. statistical or factual tabulations or data; _____
 - ii. instructions to staff that affect the public; _____
 - iii. final agency policy or determinations; _____
 - iv. external audits, including but not limited to audits performed by the comptroller and the federal government _____
15. Records are examination questions or answers which are requested prior to the final administration of such questions (POL 87(2)(h))_____
16. Disclosure would jeopardize the capacity of a County department/agency or an entity that has shared information with an agency to guarantee the security of its information technology assets, such assets encompassing both electronic information systems and infrastructures. (POL 87(2)(i)); _____
17. Records are photographs, microphotographs, videotape or other recorded images prepared under authority of section 1111-a, 1111-b,1111-c, 1180-b,1180-c,1111-e, 1180-d, and 1174-a of the Vehicle and Traffic law, or data or images produced under authority of 44-c of the Vehicle and Traffic Law(POL 87(2)(j-q))_____

SIGNATURE

COUNTY DEPARTMENT/AGENCY DATE

PRINT NAME

TITLE

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