TOWN OF BETHLEHEM
Agenda Attachment Release Exemption Checklist

In accordance with the policy set forth by the Town Board on October 13, 2010, prior to a Town Board meeting the Town Clerk or designee, may deny public access to records that fall into the following exempt categories. As the Department Head, if you feel that the attachment for your agenda item falls within one of these categories, please check the line next to the category you feel the attachment falls into. The checklist will then be posted instead of the attachment. If the Town Clerk or designee disagrees with your assessment, the Town Clerk or designee will contact you prior to the release of any information.

☐ **Federal or State Exemption –** items that are specifically exempted from disclosure by state or federal statute.

✔ **Personal Information –** information that, if disclosed would constitute an unwarranted invasion of personal privacy under the provisions of the State Public Officers Law section Article 6 and 6-A. Also, for the intents of this policy, disclosure of any record related to a minor shall not be subject to disclosure.

☐ **In-Progress Contract Information –** Information that would impair present or imminent contract awards or collective bargaining negotiations provided that in the case of contract awards upon opening of bids in a competitive procurement such possible impairment will be considered extinguished.

☐ **Trade Secrets –** items that are trade secrets or are submitted to an agency by a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise – provided that materials that fall under this category are trade secrets which are clearly and specifically delineated to the Town of Bethlehem in writing by the commercial enterprise.

☐ **Law Enforcement Documents –** Information that is compiled for law enforcement purposes and which, if disclosed, would:

a. interfere with law enforcement investigations or judicial proceedings;
b. deprive a person of a right to a fair trial or impartial adjudication;
c. identify a confidential source or disclose confidential information relating to a criminal investigation; or
d. reveal criminal investigative techniques or procedures, except routine techniques and procedures

☐ **Life or Safety –** Information that could endanger the life or safety of any person, entity or critical infrastructure.

☐ **Examination questions –** Examination questions or answers which are requested prior to the final administration of such questions.

☐ **IT Security Reasons –** Information that would jeopardize the Town's capacity to guarantee the security of its information technology assets, with such assets encompassing both electronic information systems and infrastructures.

Item on the Agenda

Request from the Administrator of the Parks and Recreation Dept. for approval of seasonal personnel.

Nan Lanahan

Department Head

Please check the appropriate reason(s), include the Line Item's text / description and indicate the Department Head that made the decision to keep the attachment(s) unavailable to the public. Save this filled in form to your network drive and then attach it to your Agenda Item within the Lotus Notes application.
(This box will not print.)