

# OPERATION OSWEGO COUNTY, INC.

## RESOLUTION

### (Establishing the Procedure for Responding to FOIL Requests)

**WHEREAS**, this Freedom of Information Act (“FOIL”) Policy is hereby adopted by Operation Oswego County, Inc. (OOC), an organization subject to requirements set forth by the State of New York Article 6 (§84-§90) of the New York State Public Officers Law, as amended.

**NOW, THEREFORE, BE IT RESOLVED** that OOC does hereby adopt the local procedures set forth below when making requests for information pursuant to FOIL:

- A. The OOC hereby appoints its Executive Director as the Records Access Officer.
- B. All requests for inspection or copying of a record(s) of the OOC shall be made in writing to: Records Access Officer, Operation Oswego County, Inc., 44 West Bridge Street, Oswego, New York 13126.
- C. All requests shall contain sufficient information to identify the particular records sought, including, if possible, information regarding the date, file designation or other information describing the records sought.
- D. All requests shall be on the form attached to this Policy or, in the event a request is received without using the form, in a manner sufficient to comply with the request.
- E. Within five (5) business days of the receipt of the request, the Records Access Officer shall:
  1. Make such record available to the person requesting it by notifying such person where and when the record may be inspected and/or copied<sup>1</sup> and the fees for copying records<sup>2</sup>.
  2. Deny such request in writing; or
  3. Furnish a written acknowledgement of the receipt of such request, along with a statement of the approximate date when such request will be granted or denied, which in no case shall be longer than twenty (20) days from the date of the written acknowledgement.

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<sup>1</sup> Hours for public inspection shall correspond with the business hours of Operation Oswego County, Inc. offices. Records may be examined at the offices of Operation Oswego County, Inc., 44 West Bridge Street, Oswego, New York 13126.

<sup>2</sup> The fees for copies of records which shall not exceed twenty-five cents per photocopy not in excess of nine inches by fourteen inches, or the actual cost of reproducing any other record, except when a different fee is otherwise prescribed by statute.

- F. In accordance with §89 (4) of the New York State Public Officers Law, the Chairman of the OOC is hereby designated as the OOC's Appeals Officer.
- G. Any person who is denied access to a public record of the OOC may, within 30 days of the denial, file an appeal from such denial to: Appeals Officer, Operation Oswego County, Inc., 44 West Bridge Street, Oswego, New York 13126.
- H. If an appeal is denied, the reasons therefore shall be explained fully in writing to the person requesting the record within 10 business days of the date on which such appeal is reviewed by the Appeals Officer. The Appeals Officer will forward to the Committee on Open Government a copy of such appeal and the determination thereon.
- I. In the event of a conflict between these local procedures and Article 6 of the Public Officers Law, Article 6 and the case law or the administrative opinions interpreting Article 6 shall be controlling.
- J. This policy shall apply to any requests for public access to the public records of the OOC including electronic requests.

This Policy is adopted the 22<sup>nd</sup> day of September, 2015, by action of the OOC Board.

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Barbara Bateman  
Vice President