

**COUNTY OF OSWEGO  
INDUSTRIAL DEVELOPMENT AGENCY**

**RESOLUTION**

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

**WHEREAS**, this Freedom of Information Act ("FOIL") Policy is hereby adopted by the County of Oswego Industrial Development Agency (COIDA), 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 COIDA does hereby adopt the local procedures set forth below when making requests for information pursuant to FOIL:

- A. The COIDA hereby appoints its Chief Executive Officer as the Records Access Officer.
- B. All requests for inspection or copying of a record(s) of the COIDA shall be made in writing to: Records Access Officer, County of Oswego IDA, 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

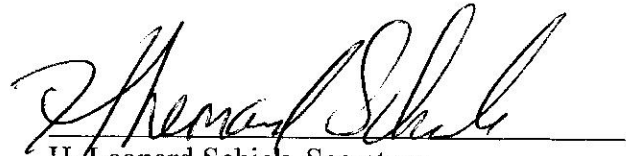
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<sup>1</sup> Hours for public inspection shall correspond with the business hours of the County of Oswego Industrial Development Agency offices. Records may be examined at the County of Oswego Industrial Development Agency, 44 West Bridge Street, Oswego, 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.

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.
- F. In accordance with §89 (4) of the New York State Public Officers Law, the Chairman of the COIDA is hereby designated as the COIDA's Appeals Officer.
- G. Any person who is denied access to a public record of the COIDA may, within 30 days of the denial, file an appeal from such denial to: Appeals Officer, County of Oswego IDA, 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 COIDA including electronic requests.

This Policy is adopted the 17<sup>th</sup> day of September, 2012, by action of the COIDA Board.

  
H. Leonard Schick, Secretary

**COUNTY OF OSWEGO  
INDUSTRIAL DEVELOPMENT AGENCY**

44 West Bridge Street  
Oswego, New York 13126  
Phone: (315) 343-1545

**APPLICATION FOR PUBLIC ACCESS TO RECORDS**

To: Records Access Officer \_\_\_\_\_ No. of Copies \_\_\_\_ @ \$.25 = \_\_\_\_\_

I hereby request access to the following records: (where possible, please include record dates and other descriptive information.): \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ e-mail address (optional) \_\_\_\_\_

Mailing Address \_\_\_\_\_ Telephone Number (daytime) \_\_\_\_\_

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**FOR AGENCY USE ONLY**

APPROVED

DENIED (for the reason(s) checked below)

- Exempted by statute other than Freedom of Information
- Unwarranted Invasion of personal privacy
- Would impair contract awards or collective bargaining agreements
- Trade secret; confidential commercial information
- Law enforcement records
- Would endanger the life or safety of any person
- Interagency or intra-agency materials
- Record is not maintained by this agency
- Record of which this agency is legal custodian cannot be found
- Other (Specify) \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Notice:** You have a right to appeal a denial of this application to the head of this Agency. Please sign below if you wish to appeal and submit to this Agency within 30 days from the date of denial.

Signature of Appellant \_\_\_\_\_ Date \_\_\_\_\_