

5-10-60-7

RESOLUTION NO. 255-10 (5/25/10)

GovOps&W&M-Cayuga County Policy Manual -05-10

**AUTHORIZATION TO UPDATE AND ADOPT THE POLICIES OF THE COUNTY OF CAYUGA.**

**BY: Mr. Fearon, Chairman, Government Operations Committee.  
MR. Palermo, Chairman, Ways & Means Committee.**

**WHEREAS**, the County of Cayuga has adopted numerous policies and procedures for conducting county business and other policies were developed as mandated by statute; and

**WHEREAS**, these current policies have been reviewed, revised as needed and presented to the Legislature individually; and

**WHEREAS**; all current documents have been reviewed, revised as needed and formatted into one manual; now, therefore, be it

**RESOLVED**, that the County Legislature does hereby adopt the attached list of policies and procedures; and be it further

**RESOLVED**, that the policies be formatted in accordance to the direction of the Legislature and County Administrator, printed, and placed in manuals; and be it further

**RESOLVED**, that any future adoption of revisions to the above stated policies and procedures or newly adopted policies or procedures be updated in the Cayuga County Policy Manual; and be it further

**RESOLVED**, that this resolution take effect immediately upon adoption.

I HEREBY CERTIFY, THAT I HAVE COMPARED THE FOREGOING COPY OF A RESOLUTION DULY PASSED AND ADOPTED BY THE LEGISLATURE OF CAYUGA COUNTY AT A MEETING HELD ON THE 25th DAY OF MAY, 2010 WITH THE ORIGINAL RESOLUTION, AND THAT THE SAME IS A TRUE AND CORRECT COPY AND TRANSCRIPT THEREOF, AND THE WHOLE THEREOF.

5/26/2010 8:16AM

  
CLERK, CAYUGA COUNTY LEGISLATURE

**CAYUGA COUNTY POLICY MANUAL**  
**Section 27**

**Subject:** Freedom of Information Law (FOIL)

**Effective Date:** 5/25/10; Res. 255-10

**Supersedes Policy of:**

**Policy Title:** FOIL

**Objective:**

**Section 1. Purpose and Scope:**

- (a) The people's right to know the process of government decision-making and the documents and statistics leading to determinations is basic to our society. Access to such information should not be thwarted by shrouding it with the cloak of secrecy of confidentiality.
- (b) These regulations provide information concerning the procedures by which records may be obtained.
- (c) Personnel shall furnish to the public the information and records required by the Freedom of Information Law, as well as records otherwise available by law.
- (d) Any conflicts among laws governing public access to records shall be construed in favor of the widest possible availability of public records.

**Policy:**

**Section 2. Records Access Officer:**

- (a) Cayuga County is responsible for insuring compliance with the regulations herein, and designates the following person as records access officer:

Clerk of the Cayuga County Legislature  
160 Genesee Street, 6<sup>th</sup> Floor  
Auburn, New York 13021  
Phone: (315) 253-1498

\*\*The Records Access Officer will refer the request to the appropriate Department Head who will have the ultimate responsibility to respond.

- (b) The records access officer is responsible for insuring appropriate agency response to public requests for access to records. The designation of a records access officer shall not be construed to prohibit officials who have in the past been authorized to make records or information available to the public from continuing to do so. The records access officer shall insure that agency personnel:

- (1) Maintain an up-to-date subject matter list.
- (2) Assist persons seeking records to identify the records sought, if necessary, and when appropriate, indicate the manner in which the records are filed, retrieved or generated to assist persons in reasonably describing records.
- (3) Contact persons seeking records when a request is voluminous, or when locating the records involves substantial effort, so that personnel may ascertain the nature of records of primary interest and attempt to reasonably reduce the volume of records requested.
- (4) Upon locating the records, take one of the following actions:

- (i) Make records available for inspection; or,
  - (ii) Deny access to the records in whole or in part and explain in writing the reasons therefore.
- (5) Upon request for copies of records:
- (i) Make a copy available upon payment or offer to pay established fees, if any, in accordance with Section 8; or,
  - (ii) Permit the requester to copy those records.
- (6) Upon request, certify that a record is a true copy; and
- (7) Upon failure to locate records, certify that:
- (i) Cayuga County is not the custodian for such records, or
  - (ii) The records of which Cayuga County is a custodian cannot be found after diligent search.

Section 3. Location:

Records shall be available for public inspection and copying at the specific County division in possession of the requested records.

Section 4. Hours for Public Inspection:

Requests for public access to records shall be accepted and records produced during all hours regularly open for business. These hours are:

9:00 a.m.- 5:00 p.m., (July and August, 8:00 a.m.- 4:00 p.m.)

Section 5. Requests for Public Access to Records:

- (a) A written request may be required, but oral requests may be accepted, when records are readily available.
- (b) If records are maintained on the Internet, the requester shall be informed that the records are accessible via the Internet and in printed form either on paper or other information storage medium.
- (c) A response shall be given within five business days of receipt of a request by:
  - (1) Informing a person requesting records that the request or portion of the request does not reasonably describe the records sought, including direction, to the extent possible, that would enable that person to request records reasonably described;
  - (2) Granting or denying access to records in whole or in part;
  - (3) Acknowledging the receipt of a request in writing, including an approximate date when the request will be granted or denied in whole or in part, which shall be reasonable under the circumstances of the request and shall not be more than twenty business days after the date of the acknowledgment, or if it is known that circumstances prevent disclosure within twenty business days from the date of such acknowledgment, providing a statement in writing indicating the reason for inability to grant the request within that time and a date certain, within reasonable period under the circumstances of the request, when the request will be granted in whole or in part; or
  - (4) If the receipt of request was acknowledged in writing and included an approximate date when the request would be granted in whole or in part within twenty business days of such acknowledgment, but circumstances prevent disclosure within that time, providing a statement in writing within twenty business days of such acknowledgment specifying the reason for the inability to do so and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part.

(d) In determining a reasonable time for granting or denying a request under the circumstances of a request, personnel shall consider the volume of a request, the ease or difficulty in locating, retrieving or generating records, the complexity of the request, the need to review records to determine the extent to which they must be disclosed, the number of requests received by the agency, and similar factors that bear on the ability to grant access to records promptly and within a reasonable time.

(e) A failure to comply with the time limitations described herein shall constitute a denial of a request that may be appealed. Such failure shall include situations in which an officer or employee:

- (1) Fails to grant access to the records sought, deny access in writing or acknowledge the receipt of a request within five business days of the receipt of a request;
- (2) Acknowledges the receipt of a request within five business days, but fails to furnish an approximate date when the request will be granted or denied in whole or in part;
- (3) Furnishes an acknowledgment of the receipt of a request within five business days with an approximate date for granting or denying access in whole or in part that is unreasonable under the circumstances of the request;
- (4) Fails to respond to a request within a reasonable time after the approximate date given or within twenty business days after the date of the acknowledgment of the receipt of a request;
- (5) Determines to grant a request in whole or in part within twenty business days of the acknowledgment of the receipt of a request, but fails to do so, unless the agency provides the reason for its inability to do so in writing and a date certain within which the request will be granted in whole or in part;
- (6) Does not grant a request in whole or in part within twenty business days of the acknowledgment of the receipt of a request and fails to provide the reason in writing explaining the inability to do so and a date certain by which the request will be granted in whole or in part;
- (7) Responds to a request, stating that more than twenty business days is needed to grant or deny the request in whole or in part and provides a date certain within which that will be accomplished, but such date is unreasonable under the circumstances of the request.

#### Section 6. Subject Matter List:

- (a) The records access officer shall require Department Heads to maintain a reasonably detailed current list by subject matter of all records in its possession, whether or not records are available pursuant to subdivision two of Section 87 of the Public Officers Law.
- (b) The subject matter list shall be sufficiently detailed to permit identification of the category of the record sought.
- (c) The subject matter list shall be updated annually. The most recent update shall appear on the first page of the subject matter list.

#### Section 7. Denial of Access to Records:

- (a) Denial of access to records shall be in writing stating the reason therefore and advising the requester of the right to appeal to the individual or body established to determine appeals, [who or which] shall be identified by name, title, business address and business phone number.
- (b) If requested records are not provided promptly, as required in Section 5 of these regulations, such failure shall also be deemed a denial of access.

(c) The following person or persons or body shall determine appeals regarding denial of access to records under the Freedom of Information Law:

Chairperson of the Cayuga County Legislature  
160 Genesee Street, 6<sup>th</sup> Floor  
Auburn, 13021  
(315) 253-1498

- (d) Any person denied access to records may appeal within thirty days of a denial.
- (e) The time for deciding an appeal by the individual or body designated to determine appeals shall commence upon receipt of a written appeal identifying:
- (1) The date and location of requests for records;
  - (2) A description, to the extent possible, of the records that were denied; and
  - (3) The name and return address of the person denied access.
- (f) A failure to determine an appeal within ten business days of its receipt by granting access to the records sought or fully explaining the reasons for further denial in writing shall constitute a denial of the appeal;
- (g) The person or body designated to determine appeals shall transmit to the Committee on Open Government copies of all appeals upon receipt of appeals. Such copies shall be addressed to:

Committee on Open Government  
Department of State  
41 State Street  
Albany, NY 12231

(h) The person or body designated to determine appeals shall inform the appellant and the Committee on Open Government of its determination in writing within ten business days of receipt of an appeal. The determination shall be transmitted to the Committee on Open Government in the same manner as set forth subdivision (f) of this section.

Section 8. Fees:

- (a) There shall be no fee charged for:
- (1) Inspection of records;
  - (2) Search for records; or
  - (3) Any certification pursuant to this part.
- (b) Fees for copies may be charged, provided that:
- (1) The fee for copying records shall not exceed 25 cents per page for photocopies not exceeding 9 by 14 inches. This section shall not be construed to mandate the raising of fees where agencies or municipalities in the past have charged less than 25 cents for such copies;
  - (2) The fee for copies of records not covered by paragraphs (1) and (2) of this subdivision, shall not exceed the actual reproduction cost which is the average unit cost for copying a record, excluding fixed costs of the agency such as operator salaries. (If possible, specify the actual costs of reproduction.)

Section 9. Public Notice:

A notice containing the title or name and business address of the records access officers and appeals person or body and the location where records can be seen or copies shall be

posted in a conspicuous location wherever records are kept and/or published in a local newspaper of general circulation.

Section 10. Severability:

If any provision of these regulations or the application thereof to any person or circumstances is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the other provisions of these regulations or the application thereof to other persons and circumstances.

Certain County Offices have hours, which vary from the hours listed above. Please check with the particular Office in question.

For the purpose of making an appointment, please contact:

Clerk of the Cayuga County Legislature  
160 Genesee Street, 6<sup>th</sup> Floor  
Auburn N.Y. 13021  
(315) 253-1498

\*\*The Clerk will refer the requester to the appropriate Department Head.

The Freedom of Information Law gives you the right of access to many public records.

The County of Cayuga has adopted regulations governing when, where, and how you can see public records.

The regulations can be seen at all places where records are kept.  
According to these regulations, records can be seen and copied at the Office of the Department where the records are kept.

The following officials will help you to exercise your right to access:

1. Agency officials who have in the past been authorized to make records available.
2. Records Access Officer:

Clerk of the Cayuga County Legislature  
160 Genesee Street, 6<sup>th</sup> Floor  
Auburn, New York 13021  
(315) 253-1498

\*\*The Clerk will refer the requester to the appropriate Department Head.

If you are denied access to a record, you may appeal to the following:

Clerk of the Cayuga County Legislature  
160 Genesee Street, 6<sup>th</sup> Floor  
Auburn, New York 13021

(Note: Policies shall be distributed by the Human Resource Office to all County Departments after review, every two years from their adoption dates.)