

## **ORANGE COUNTY INDUSTRIAL DEVELOPMENT AGENCY**

### **FREEDOM OF INFORMATION LAW (FOIL) POLICY**

**PURPOSE:** In compliance with Sections 84-90 of the New York State Public Officers Law, the Board of Directors of the Orange County Industrial Development Agency (the "Agency") has adopted a Freedom of Information Policy.

#### **DEFINITIONS:**

**RECORDS ACCESS OFFICER:** The Records Access Officer of the Agency is the Chief Operating Officer pursuant to Article IV Section 3 of the OCIDA By-Laws.

The Records Access Officer shall:

- A. Respond to all inquiries relating to the availability to the public of the OCIDA's records pursuant to the Freedom of Information Law within a specified five business days following receipt of request;
- B. Receive and process requests for access to records in the manner prescribed by law;
- C. Maintain and update on an annual basis, a current list, by subject matter or file categories, under which Agency records are kept.

**RECORDS APPEALS OFFICER:** The Records Appeals Officer of the Agency is the Attorney pursuant to Article IV Section 5 of the OCIDA By-Laws.

The Records Access Officer shall:

- A. Processes appeals from the denial of access to records or parts of records by the Records Access Officer within 10 business days of receipt of a written appeal.

#### **FOIL REQUESTS:**

- A. The request shall be submitted to the Records Access Officer in writing at either of the following addresses:
  - a. Mail:  
Orange County Industrial Development Agency  
4 Crotty Lane, Suite 100  
New Windsor, New York 12553
  - b. Email: [business@ocnyida.com](mailto:business@ocnyida.com)
- B. The request shall be sufficiently detailed to identify the specific document requested.
- C. The request shall include the name, mailing address, email address, and telephone number of the requesting individual.
- D. The request shall specify whether the petitioner wishes to receive documentation via email or as a hard copy.

- a. If the original record includes information, details and/or particulars requiring deletion, the individual requesting shall only be permitted to receive a copy of the record with deletions.
  - b. Copying of the record will be performed by the Records Access Officer upon payment of the fee established by the Board of Directors.
  - c. No original record may be removed from the Agency Office or other location where the record is kept.
- E. The request shall be answered within five business days (Monday through Friday) of the date the request is received. If the document/information is not immediately available, the Records Access Officer shall notify the requesting individual when the records will be available, generally no more than 20 business days.
- F. Should the Records Access Officer deny access, the decision shall be in writing, state the reason therefor, and inform the individual the right to appeal the determination within 30 days of the date of the denial.

**FEES:** Fees will be charged in accordance with the Freedom of Information Law. The following fees shall specifically apply:

- A. The fee for a copy of a record which does not exceed either 9” in width or 14” in length shall be twenty-five cents (25¢) per page. Fees for copies exceeding the 9 in by 14 in records shall be at actual cost of copying.
- B. The actual cost of the storage devices or media provided to the person making the request in complying with such request.
- C. There is no charge for electronic copies.