

**ORANGE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
FREEDOM OF INFORMATION LAW (FOIL) POLICY**

AREA: Administration

RESPONSIBLE DIRECTOR: Director of Administration



President and Chief Executive Officer

APPROVED BY:



Chairman, Board of Directors

EFFECTIVE DATE: December 17th, 2025

SUPERSEDES: Any and all previous dates

UPDATED (date): December 9, 2025

REVIEWED (date): December 17, 2025

I. Statement and Purpose:

The Freedom of Information Law (FOIL) Policy of the Orange County Industrial Development Agency (OCIDA) ensures transparency, accountability, and compliance with New York State Public Officers Law, Sections 84–90. This policy establishes the process by which the public may access Agency records, outlines the responsibilities of designated officers, and provides guidelines for handling requests, appeals, and applicable fees. Its purpose is to guarantee timely responses, protect sensitive information, and uphold the public's right to government records while maintaining orderly and consistent recordkeeping practices.

II. Significant Principles:

- Public access to records is a legal right under New York State law.
- A designated Records Access Officer and Records Appeals Officer are responsible for managing requests and appeals.
- Transparency is balanced with necessary redactions to protect sensitive or restricted information.
- Fees are applied fairly and consistently in accordance with FOIL guidelines.

III. Procedure:

- Written requests must be submitted via mail or email to the Records Access Officer with sufficient detail to identify the requested record.
- The Records Access Officer responds within five business days; if records are delayed, a timeframe (generally within 20 business days) is provided.
- Denials must be issued in writing, including reasons for denial and information on the right to appeal.
- Appeals are submitted in writing to the Records Appeals Officer, who must issue a decision within 10 business days.
- Copies are provided electronically or in hard copy, with costs applied per the Agency's fee schedule.

IV. Evaluation:

- Annual review and update of the subject matter list of records maintained by the Agency.
- Regular monitoring of response times to ensure compliance with statutory deadlines.
- Tracking of appeals and outcomes to identify recurring issues or needed process improvements.
- Periodic review by the Board to ensure the policy continues to align with State law and best practices for transparency.

V. Definitions:

RECORDS ACCESS OFFICER:

The Records Access Officer of the Agency shall be appointed by the Chief Executive Officer at the Annual Meeting.

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 shall be the OCIDA's General Counsel.

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
- 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.