

Seneca County IDA

Freedom of Information Law Policy (FOIL)

Introduction

The Seneca County Industrial Development Agency (SENIDA) is subject to New York State's Freedom of Information Law (FOIL). The purpose of this law is to allow the public access to records used in establishing public policy or decision-making.

What is a 'Record'

A record is any information kept by the SENIDA in any physical form whatever. In addition to paper records, this includes:

- CDs, computer discs and other electronic media;
- Audio and video tape recordings; and
- Emails, charts, maps and photographs.

While the SENIDA is not required to prepare new records to comply with this law, the SENIDA is required to provide information from its existing records in the form requested if it has the ability to do so.

What Records are Accessible under FOIL

As a practical matter, records are accessible unless they fall under one of the exclusions set out in Public Officers Law Article 6. Those most applicable to SENIDA are:

- Disclosure would result in an unwarranted invasion of personal privacy (unless deletion of identifying information is possible, the person involved consents or the person involved seeks records relating to him/herself);
- Disclosure of trade secrets would cause substantial injury to the competitive position of the involved company; or
- Intra-agency memoranda (other than instructions to staff that affect the public) and draft/non-final determinations of the SENIDA.

Records Access Officer

SENIDA has designated the Office Manager as the Records Access Officer for the purposes of FOIL. The records access officer has the duty of coordinating the SENIDA's response to public request for records.

Records appeals Officer:

The Records Appeals Officer of the Agency is the Agency's Executive Director. The Records Appeals Officer shall process 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.

Requests for Access to SENIDA Records

The request shall be submitted to the Records Access Officer in writing at either of the following addresses:

- a) Mail: Seneca County IDA, One DiPronio Drive, Waterloo, NY 13165
- b) Email: Kelly Kline, Office Manager k.kline@senecacountyida.org

The request shall include the name, mailing address, email address, and telephone number of the requesting individual.

Unless copies are requested in the written request, records shall be made available for inspection pursuant to FOIL during the regular office hours of SENIDA. Hard copies of SENIDA documents produced pursuant to a FOIL request shall be provided upon pre-payment of \$.25 per page copied for up to 9 x 14 inch documents, or the actual cost of reproducing any other record, except when a different fee is otherwise prescribed by statute. There is no charge for copies provided via email.

SENIDA must respond in writing to requests for information within five business days of receipt by either:

- Making the record available;
- Denying access, giving the reason(s) for the denial; or
- Acknowledging the request and stating the request will be granted or denied within 20 days from the date of acknowledgement.

Reviewed and Re-adopted Annually
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