CHAPTER 9: PUBLIC RECORDS

§ 9.1 Title

This Chapter shall be known and may be cited as the "Public Records Law of the Town of Camillus, New York".

§ 9.2 Definitions

As used in this chapter, unless the context or subject matter otherwise requires, the following terms shall have the following meanings:

1. "Agency" means the Town of Camillus and its departments, divisions, offices, boards and commissions created or appointed by the Town Board and any special or improvement district of the Town, other than a library district, a fire district, a district corporation or district having a separately elected governing body.

2. "Record" shall have the meaning as set forth in Subdivision 4 of § 86 of the Public Officers Law.

§ 9.3 Designation of records access officers

The following persons are hereby designated as records access officers for the agency:

A. The Town Supervisor, Town Hall, Genesee Street, Camillus, New York.

B. The Town Clerk, Town Hall, Genesee Street, Camillus, New York.

C. Superintendent of Highways, Milton Avenue, Camillus, New York

§ 9.4 Duties of records access officers

The records access officers shall be responsible for assuring that agency personnel:

A. Comply with the requirements and provisions of the Freedom of Information Law, the rules and regulations of the Committee on Access to Public records and with this Chapter in providing access to agency records.

B. Maintain an up-to-date subject matter list of records, update it twice a year and make it available for public inspection and copying.

C. Explain, in writing, reasons for a denial of access and advise the requestor of the right to appeal, setting forth the name, title, business address and telephone number of persons to whom the appeal may be taken.

D. Upon request, calculate in advance the total cost of copies.

E. Permit the requestor to make his or her own copy, without damaging the record and without relinquishing custody of the same.

§ 9.5 Location of records; inspection during regular business hours

A. Records of the agency are located at the Camillus Municipal Building, 4600 West Genesee Street, Syracuse, New York;

B. All requests for public access to records shall be accepted and records produced during all hours that the Town Hall or the respective offices are regularly open for business. [§ 9.5 amd LL #8, 83; 9/13/83.]

§ 9.6 Request for records to be in writing

A request to inspect or for a copy of a record shall reasonably describe the same and shall be in writing.

§ 9.7 Certain requests to be made to Supervisor

The Town Supervisor shall respond to requests for a record of the name, title, salary and public office address of every officer and employee of the agency.

§ 9.8 Appeals

The Town Attorney is hereby designated to hear and determine appeals from a denial of access to agency records in accordance with the Freedom of Information Law, rules and regulations of the Committee on Access to Public records and this Chapter.

§ 9.9 Fees

Unless another fee is prescribed by law, fees shall be as follows:

A. For photocopying a record not exceeding nine by fourteen (9 x 14) inches, the fee shall be Twenty Five Cents per page.

B. For other records, the fee shall be the actual cost of reproduction, excluding fixed costs such as salary of employee.

C. A typed or handwritten transcript shall consist of the actual clerical time involved in making the transcript.

§ 9.10 Copy of Chapter to be posted and published

A copy of this Chapter shall be posted by the Town Clerk on the signboard maintained pursuant to Subdivision 6 of § 30 of the Town Law, and a copy thereof shall also be mailed or delivered to the news media for public information purposes.

Authority: Pub Off L § 88

HISTORICAL NOTE

This is derived from a Resolution enacted on August 11, 1978 by the Town Board.