FREEDOM OF INFORMATION POLICY

1. This form is for non-Police Department records only. For Police Department records please contact them directly: www.camilluspolice.com 315-487-0103.

2. The Camillus Town Clerk, 4600 West Genesee Street, Syracuse, NY 13219 is hereby designated as the Records Access Officer for the Town of Camillus.

3. The Records Access Officer shall be responsible for assuring that Town personnel (a) comply with the requirements and provisions of the Freedom of Information Law, the rules and regulations of the Committee on Open Government, and with this resolution in providing access to Town records; (b) maintain an up-to-date subject matter list of records, updated once a year and make it available for public inspection and copying; (c) explain in writing, reasons for denial of access and advise requestor of right to appeal, setting forth name, title, business address and telephone number of person to whom appeal may be taken; (d) upon request, calculate in advance the total cost of copies; (e) permit requestor to make his or her own copy, without damaging the record and without relinquishing custody of the same.

4. Records of the Town are located at the Camillus Municipal Building 4600 West Genesee Street, Syracuse 13219. All requests for public access to records shall be accepted and records produced during the hours that the Town Clerk's office is regularly open for business.

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

6. Within five business days of the receipt of a written request for a record reasonably described, the Town shall make such record available to the person requesting it, deny such request in writing, or furnish a written acknowledgement of the receipt of such request and a statement of the approximate date, which shall be reasonable under the circumstances of the request, when such request will be granted or denied.

7. The Town Attorney is hereby designated to hear and determine appeals from a denial of access to Town records. A written appeal should be directed to Town Attorney, 4600 West Genesee Street, Syracuse, New York.

8. Unless another fee is prescribed by State Law, the fee for photocopying a record not exceeding 9 x 14 inches shall be $.25 per page, or the actual cost of reproducing any other record, except when a different fee is otherwise prescribed by statute.

TO: Town Clerk, Records Access Officer
Town of Camillus
4600 West Genesee Street
Syracuse, New York 13219

DATE:_____ RE:_____

Under the provisions of the New York Freedom of Information Law, Article 6, I hereby request records pertaining to: (Explain in detail the nature and extent of the records(s) being requested.)

_____

_____

_____

_____

_____

I understand that your agency has five business days within which to attempt to supply the requested information or notify me that the information is unavailable.

Name:_____

Address:_____

Phone No:_____

INTERNAL USE ONLY:

Date Received : _____ Routed To (Dept.):_____

Correspondence Notes:_____

_____

Date Returned: _____ Payment Due:_____

Applicant Notified:_____

_____