

Chapter45

RECORDS

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[HISTORY: Adopted by the Board of Trustees of the Village of Sodus Point as indicated in article histories. Amendments noted where applicable.]

ARTICLE I **Public Access** **[Adopted 6-15-1978]**

§ 45-1. **Definitions.**

As used in this chapter, the following terms shall have the meanings indicated:

AGENCY - The Village of Sodus Point and its departments, divisions, offices, bureaus and boards or commissions created or appointed by the Village Board.

RECORD - Shall have the same meaning as set forth in Subdivision 4 of § 86 of the Public Officers Law.

§ 45-2. **Records access officer designated.**

The following persons are hereby designated as records access officers for the agency: the Village Clerk, with offices at Lake Road, Sodus Point, New York 14555.

§ 45-3. **Responsibilities of records access officer.**

The records access officer 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 COPAR and with this resolution in providing access to agency records.
- B. Maintain an up-to-date subject matter list of records and make it available for public inspection and copying.

- C. Explain, in writing, reasons for denial of access and advise requester of right of appeal, setting forth name, title, business address and telephone of persons to whom appeal may be taken.
- D. Upon request, calculate in advance the total cost of copies.
- E. Permit requester to make his or her own copy, without damaging the record and without relinquishing custody of the same.

§ 45-4. Location of records.

- A. Records of the agency are located at the Village Clerk's office on Lake Road, Sodus Point, New York 14555.
- B. All requests for public access to records shall be accepted and records produced during all hours that the Village Hall (or the respective offices) is regularly open for business.

§ 45-5. Requests for inspection.

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

§ 45-6. Requests regarding village officers and employees.

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

§ 45-7. Appeals from denial of access.

The Village Board 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 COPAR and this chapter.

§ 45-8. Fees.

Unless another fee is prescribed by state law the fee for:

- A. Photocopying a record not exceeding 9 inches by 14 inches shall be \$0.25 per page;
- B. Other records shall be the actual cost of reproduction, excluding fixed costs such as salary of employee; and
- C. A typed or handwritten transcript shall consist of the actual clerical time involved in making the transcript.

§ 45-9. Posting.

A copy of this chapter shall be posted by the Village Clerk on the sign board maintained for such purpose at the Village Clerk's office.