

Chapter 11

ACCESS TO PUBLIC RECORDS

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§ 11-1. Purpose and scope.

- A. It is the intent of the Town of Canton to abide by the New York State Freedom of Information Law (FOIL) and the New York State Open Meetings Law.

§ 11-2. Designation of access records officers; responsibilities.

- A. The Supervisor of the Town of Canton is responsible for ensuring compliance with the regulations herein and designates the following persons as records access officers in their respective areas of responsibility:

- (1) Town Clerk.
- (2) Town Tax Collector.
- (3) Town Assessor.
- (4) Town Budget Officer.
- (5) Town Highway Supervisor.
- (6) Town Code Enforcement Officer.
- (7) Town Justice Clerk.
- (8) Town Historian.
- (9) Town Chairman of the Recreation Department.
- (10) Town Dog Control Officer.

(11) Any other Department Heads as currently exist or be created.

- B. Records access officers are responsible for ensuring appropriate agency response to public requests for access to records. However, the public shall not be denied access to records through officials who have in the past been authorized to make records of information available. Records access officers shall assure that the records are maintained in an up to date manner.

§ 11-3. Location.

Records shall be available for public inspection and copying at the Town of Canton Municipal Building, 60 Main St., Canton, New York.

§ 11-4. Hours for public

Requests for public access to records shall be accepted and records produced at the Town Clerk's Office during all hours regularly open for business.

§ 11-5. Request Procedure.

The Town intent is to abide by all the provisions of the New York State Freedom of Information Law (FOIL), so as to provide easy access to accessible records. However, the Town reserves the right that FOIL requests be submitted in writing.

§ 11-6. Denial of access to records; appeals procedure.

- A. Denial of access to records shall be in writing, stating the reason therefore and advising the requester of the right to appeal to the individual or body established to hear appeals, as described in (*or by*) the New York State Freedom of Information Law (FOIL).
- B. All appeals shall be handled in the manner described in (*or by*) the New York State Freedom of Information Law (FOIL).

§ 11-7. Fees.

- A. There shall be no fee charged for:
 - (1) Inspection of records.

(2) Search for records.

(3) Any certification pursuant to this chapter.

B. Other fees shall be as stipulated in the New York State Freedom of Information Law (FOIL).