

## **PROCEDURES UNDER FREEDOM OF INFORMATION LAW**

1. All requests to the Town of Ghent for records under the Freedom of Information Law (Public Officers Law, Section 87) shall be in writing and shall be mailed, hand delivered or faxed to the Ghent Town Clerk. The Town does not accept requests for records electronically by e-mail.
2. A record of all such requests will be kept by the Ghent Town Clerk.
3. All such requests shall be delivered by the Ghent Town Clerk to the Town of Ghent FOIL officer, for review and response. A copy shall also be delivered to the attorney for the Town of Ghent.
4. If the FOIL Officer is unavailable, either the Attorney for the Town or the Town Clerk is authorized to respond to any such request.
5. The initial response shall be in writing and shall be made within five ( 5) business days of receipt of any such request.
6. The Town shall be entitled to charge reasonable fees for copies of y such records, not exceeding \$.25 per photocopy, except with respect to records in excess of 9" x 14" or records that cannot be photocopied, the charge shall be the actual cost of reproducing such record.
7. When the records are assembled they shall be available to be picked up from the Ghent Town Clerk during normal business hours, and the person or entity requesting such records shall be informed in writing when such records are available.
8. If any such request for records is denied, a letter will be issued b the FOIL officer or by any other authorized representative of the Town, indicating the reason for such denial.
9. All procedures carried out by the Town in connection with any request for records shall be pursuant to the provisions of Article 6 of the Public Officers Law, known as the Freedom of Information Law.