

WARREN COUNTY LOCAL DEVELOPMENT CORPORATION (WCLDC)
FREEDOM OF INFORMATION LAW (FOIL) RULES

Section 1 Purpose and scope:

1. The people's right to know the process of government decision-making and the documents and statistics leading to determinations is basic to our society. Access to such information should be easily made available to the public.
2. This policy provides information concerning the procedures by which records may be obtained.
3. Personnel of this organization shall furnish to the public the information and records required by the Freedom of Information Law, as well as records otherwise available by law.
4. Any conflicts among laws governing public access to records shall be construed in favor of the widest possible availability of public records.

Section 2 Designation of records access officer:

1. WCLDC is responsible for insuring compliance with the regulations herein, and designates the following person(s) as records access officer(s):
EDC FINANCE/COMPLIANCE DIRECTOR
11 South Street Suite 202 Glens Falls, New York 12801
LDCFOIL@edcwc.org
Phone: 518.761.6007

Section 3 Location:

Records shall be available for public inspection and copying at:

11 South Street 201 Glens Falls, NY 12801

Section 4 Hours for public inspection:

Requests for public access to records shall be accepted and records produced during all hours regularly open for business.

These hours are: Mon-Fri 9am to 3 pm, provided that all reviews of records are made by appointment to the Records Access Officer.

Section 7 Denial of access to records:

1. The following person or persons or body shall determine appeals regarding denial of access to records under the Freedom of Information Law:

Governance Committee

Warren County Local Development Corporation

11 South Street - 201, Glens Falls, New York 12801

LDCFOIL@edcwc.org

Committee on Open Government

Department of State

One Commerce Plaza

99 Washington Avenue, Suite 650

Albany, NY 12231

SCHEDULE A

YOU HAVE A RIGHT TO SEE PUBLIC RECORDS

The amended Freedom of Information Law, which took effect on January 1, 1978, gives you the right of access to many public records.

WARREN COUNTY LOCAL DEVELOPMENT CORPORATION has adopted regulations governing when, where, and how you can see public records.

The regulations can be seen at all places where records are kept. According to these regulations, records can be seen and copied at:

11 South Street – Suite 201 GLENS FALLS, NEW YORK 12801

www.warrencountyny.gov/LDC

The following officials will help you to exercise your right to access:

Agency officials who have in the past been authorized to make records available

Records Access Officer(s)

EDC FINANCE/COMPLIANCE DIRECTOR

11 South Street, Suite 201, Glens Falls, New York 12801

LDCFOIL@edcwc.org

Phone: 518.761.6007

If you are denied access to a record, you may appeal to the following person(s) or body:

Governance Committee

Warren County Local Development Corporation

11 South Street - 201, Glens Falls, New York 12801

LDCFOIL@edcwc.org