

Procedure for Public Access to Records of the Syracuse Regional Airport Authority

Section 1. Purpose and scope:

(A) This document provides information concerning the procedures by which records may be obtained.

(B) Personnel shall furnish to the public the information and records required by the Freedom of Information Law, as well as records otherwise available by law.

Section 2. Designation of records access officer:

(A) The Board of the Syracuse Regional Airport Authority is responsible for ensuring compliance with the regulations herein, and designates the following person as records access officer:

Aviation Contracting Officer
Syracuse Regional Airport Authority
1000 Col. Eileen Collins Blvd
Syracuse, NY 13212

(B) The records access officer is responsible for ensuring appropriate agency response to public requests for access to records. The records access officer shall:

- (1) Acknowledge a FOIL request in a timely manner.
- (2) Immediately notify the Executive Director and General Counsel of receipt of a FOIL request.
- (3) Keep the Executive Director and General Counsel advised of the required timeline for issuing a decision on the FOIL request.
- (4) Upon receiving direction from the Executive Director or General Counsel, take one of the following actions:
 - (a) Make records available for inspection; or,
 - (b) Make a copy available upon payment of established fees, if any, in accordance with Section 8; or,
 - (c) Upon failure to locate records, certify that the Syracuse Regional Airport Authority is not the custodian for such records, or
 - (d) Deny access to the records in whole or in part and explain in writing the reasons therefor.

Section 3. Location:

Records shall be available for public inspection and copying at the office of the:

Syracuse Regional Airport Authority
1000 Col. Eileen Collins Blvd
Syracuse, NY 13212

Procedure for Public Access to Records of the Syracuse Regional Airport Authority

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 Monday thru Friday, 8:00 a.m. to 5:00 p.m., except holidays.

Section 5. Requests for public access to records:

(A) A written request is required.

(B) If records are maintained on the internet, the requester shall be informed that the records are accessible via the internet.

(C) A response shall be given within five business days of receipt of a written request by:

- (1) informing a person requesting records that the request or portion of the request does not reasonably describe the records sought, including direction, to the extent possible, that would enable that person to request records reasonably described;
- (2) granting or denying access to records in whole or in part;
- (3) acknowledging the receipt of a request in writing, including an approximate date when the request will be granted or denied in whole or in part, which shall be reasonable under the circumstances of the request and shall not be more than twenty business days after the date of the acknowledgment; or
- (4) if the receipt of request was acknowledged in writing and included an approximate date when the request would be granted in whole or in part within twenty business days of such acknowledgment, but circumstances prevent disclosure within that time, providing a statement in writing within twenty business days of such acknowledgment specifying the reason for the inability to do so and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part.

(D) In determining a reasonable time for granting or denying a request under the circumstances of a request, personnel shall consider the volume of a request, the ease or difficulty in locating, retrieving or generating records, the complexity of the request, the need to review records to determine the extent to which they must be disclosed, the number of requests received by the agency, and similar factors that bear on the ability to grant access to records promptly and within a reasonable time.

(E) A failure to comply with the time limitations described herein shall constitute a denial of a request that may be appealed.

Section 6. Subject matter list:

(A) The records access officer shall maintain a reasonably detailed current list by subject matter of all records in its possession, whether or not records are available pursuant to subdivision two of Section eighty-seven of the Public Officers Law.

Procedure for Public Access to Records of the Syracuse Regional Airport Authority

(B) The subject matter list shall be sufficiently detailed to permit identification of the category of the record sought.

(C) The subject matter list shall be updated annually. The most recent update shall appear on the first page of the subject matter list.

Section 7. Denial of access to records:

(A) Denial of access to records shall be in writing stating the reason therefor and advising the requester of the right to appeal to the individual or body established to determine appeals.

(B) If requested records are not provided promptly, as required in Section 5 of these regulations, such failure shall also be deemed a denial of access.

(C) The following person shall determine appeals regarding denial of access to records under the Freedom of Information Law:

Executive Director
Syracuse Regional Airport Authority
1000 Col. Eileen Collins Blvd
Syracuse, NY 13212
(315) 454-3263

(D) Any person denied access to records may appeal within thirty days of a denial.

(E) The time for deciding an appeal by the individual or body designated to determine appeals shall commence upon receipt of a written appeal identifying:

- (1) the date and location of requests for records;
- (2) a description, to the extent possible, of the records that were denied; and
- (3) the name and return address of the person denied access.

(F) A failure to determine an appeal within ten business days of its receipt by granting access to the records sought or fully explaining the reasons for further denial in writing shall constitute a denial of the appeal.

(G) The person designated to determine appeals shall cause to be transmitted to the Committee on Open Government copies of all appeals upon receipt of appeals. Such copies shall be addressed to:

Committee on Open Government
Department of State
One Commerce Plaza
99 Washington Avenue, Suite 650
Albany, NY 12231

Procedure for Public Access to Records of the Syracuse Regional Airport Authority

(H) The person designated to determine appeals shall inform the appellant and the Committee on Open Government of his/her determination in writing within ten business days of receipt of an appeal. The determination shall be transmitted to the Committee on Open Government in the same manner as set forth subdivision (G) of this section.

Section 8. Fees:

(A) There shall be no fee charged for inspection of records;

(B) Copies may be provided without charging a fee.

(C) Fees for copies may be charged, provided that:

- (1) the fee for copying records shall be 25 cents per page for photocopies not exceeding 9 by 14 inches;
- (2) the fee for photocopies of records in excess of 9 x 14 inches shall not exceed the actual cost of reproduction; or
- (3) an agency has the authority to redact portions of a paper record and does so prior to disclosure of the record by making a photocopy from which the proper redactions are made.

(D) The fee to be charged for a copy of any other record is based on the actual cost of reproduction and may include only the following:

- (1) an amount equal to the hourly salary attributed to the lowest paid employee who has the necessary skill required to prepare a copy of the requested record, but only when more than two hours of the employee's time is necessary to do so; and
- (2) the actual cost of the storage devices or media provided to the person making the request in complying with such request; or
- (3) the actual cost to the agency of engaging an outside professional service to prepare a copy of a record, but only when an agency's information technology equipment is inadequate to prepare a copy, and if such service is used to prepare the copy.

(E) When an agency has the ability to retrieve or extract a record or data maintained in a computer storage system with reasonable effort, or when doing so requires less employee time than engaging in manual retrieval or redactions from non-electronic records, the agency shall be required to retrieve or extract such record or data electronically. In such case, the agency may charge a fee in accordance with paragraph (D)(1) and (2) above.

(F) An agency shall inform a person requesting a record of the estimated cost of preparing a copy of the record if more than two hours of an agency employee's time is needed, or if it is necessary to retain an outside professional service to prepare a copy of the record.

(G) An agency may require that the fee for copying or reproducing a record be paid in advance of the preparation of such copy.

Procedure for Public Access to Records of the Syracuse Regional Airport Authority

(H) An agency may waive a fee in whole or in part when making copies of records available.

Section 9. Public notice:

A notice containing the title and business address of the records access officer and appeals person, and the location where records can be seen shall be posted in a conspicuous location wherever records are kept and/or published in a local newspaper of general circulation.

Procedure for Public Access to Records of the
Syracuse Regional Airport Authority

PUBLIC NOTICE

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.

The Syracuse Regional Airport Authority has adopted a procedure governing when, where, and how you can see public records. This procedure can be seen at all places where records are kept. Records can be seen at:

Office of the Syracuse Regional Airport Authority
1000 Col. Eileen Collins Blvd
Syracuse, NY 13212

The following records access officer will help you to exercise your right to access:

Aviation Contracting Officer
Syracuse Regional Airport Authority
1000 Col. Eileen Collins Blvd
Syracuse, NY 13212
(315) 454-3263

If you are denied access to a record, you may appeal to the following person:

Executive Director
Syracuse Regional Airport Authority
1000 Col. Eileen Collins Blvd
Syracuse, NY 13212
(315) 454-3263