
Policy: Freedom of Information Policy
Policy No: 3.15
Approved: March 2006

FREEDOM OF INFORMATION

Designation of Records Access Officer

For the purposes of compliance with the Freedom of Information Law, the President of Sullivan County Community College shall be responsible for instituting compliance with the regulations herein, and shall designate Records Access Officer(s) who shall have the duty of coordinating the College's response to public requests for access to records.

a) Records Access Officers are:

- i) For business records – Associate Vice President for Planning, HR and Facilities
- ii) For personnel records – Assistant Director of Human Resources
- iii) For student records - Dean of Student Development Services

Location

The President shall designate the location where records shall be available for public inspection and copying.

Hours for Public Inspection

The Records Access Officer(s) or designees shall accept requests for public access to records and produce records during regular business hours on regular working days.

Requests for Public Access to Records

- a) Requests must be in writing.
- b) The College shall respond to any request reasonably describing the record or records sought within five business days of receipt of the request.

c) A request shall reasonably describe the record or records sought. Whenever possible, a person requesting records should supply information regarding dates, file designations, or other information that may help to describe the records sought.

d) If the College does not respond within five business days of receipt of a request, the College shall furnish a written acknowledgment of receipt of the request and a statement of the approximate date when the request will be granted or denied. If access to records is neither granted nor denied within twenty business days after the acknowledgment of the request, the request may be construed as a denial of access that may be appealed.

Denial of Access to Records

a) Appeals regarding denial of access to records under the Freedom of Information Law may be submitted to the following: FOIL Appeals Officer, Associate Counsel, Office of University Counsel, SUNY Plaza, Albany, NY 12246.

Fees

Copies can be made for a charge of .25 cents per page. If possible the information may be provided electronically by email.