

Dated: September 21, 2006

**FREEDOM OF INFORMATION ACT POLICY OF  
THE JOINT SCHOOLS CONSTRUCTION BOARD**

**Article I**

Section 1. Applicable Law

The Freedom of Information Act Policy (hereinafter referred to as "FOIL") of the Joint Schools Construction Board (hereinafter referred to as the "JSCB") is hereby adopted and declared to be in accordance with the requirements set forth by the State of New York in Article 6 (§84-§90) of the New York State Public Officers Law as amended.

**Article 2**

Section 1. JSCB FOIL PROCEDURE

(1) The JSCB hereby appoints the JSCB Secretary as the records access officer of the JSCB.

(2) All public requests for information shall be directed in writing to the JSCB Secretary.

(3) In accordance with §89 of the New York State Public Officers Law, the Secretary will respond within 5 (five) business days to a FOIL request to acknowledge its receipt and to provide an approximate timeframe as to when the documents in question will be made available.

(4) The Secretary shall consult with the City's Corporation Counsel as to the types of documents that can be released pursuant to §87 of the New York State Public Officers Law.

(5) If the Secretary determines, upon the advice of the Corporation Counsel, that a particular document is not releasable pursuant to §87 of the New York State Public Officers Law, then a letter denying access and specifying the reasons for such a denial will be sent to the applicant by the Secretary.

(6) The JSCB hereby appoints the Corporation Counsel or his designee to act in the absence of the Secretary on behalf of the JSCB in responding to any FOIL matter.

### **Article 3**

#### **Section 1. JSCB FOIL APPEAL PROCEDURE**

(1) In accordance with §89 (4) of the New York State Public Officers Law, the Chairman of the JSCB is hereby designated as the FOIL appeal officer of the JSCB.

(2) In accordance with §89, the Chairman, in consultation

with the City's Corporation Counsel, shall review all appeals submitted to him. The Chairman, within ten (10) business days of receiving an appeal, may deny an appeal or grant the FOIL request in whole or in part in accordance with applicable law

(3) Appeals should be filed in writing with the Chairman within thirty (30) days of the date of the original JSCB FOIL denial.

#### Section 2. JSCB FOIL ADDRESS

All FOIL correspondence should be directed to the JSCB Secretary at the offices of the JSCB located at Room 203, City Hall, 233 East Washington Street, Syracuse, NY 13202.

#### Section 3. SEVERABILITY

(1) If any provision of this policy or the application thereof to any person or circumstance is adjudged to be invalid by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the other provisions of this policy or the application thereof to other persons or circumstances.

(2) In the event of a conflict between this policy and Article 6 of the Public Officers Law, Article 6 shall be

controlling.