

**ARTICLE I Public Access to Records (§ 37-1 — § 37-10)**

[Adopted 3-7-1983 by L.L. No. 1-1983 as Ch. 5 of the 1983 Code]

**§ 37-1 Title.**

This article shall be known and may be cited as the "Public Records Law of the Village of Central Square, New York."

**§ 37-2 Purpose and scope.****A.**

The people's right to know the process of government decisionmaking and the documents and statistics leading to determinations can be thwarted by shrouding it with the cloak of secrecy or confidentiality.

**B.**

This article provides information concerning the procedures by which records may be obtained from an agency defined by Subdivision 3 of § 86 of the Public Officers Law. No agency regulations shall be more restrictive than this article.

**C.**

Agency 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.

**D.**

Any conflicts among laws governing public access to records shall be construed in favor of the widest possible availability of public records.

**§ 37-3 Designation of records access officer.****A.**

The Village Board of the Village of Central Square, hereinafter referred to as the "Village Board," shall be responsible for insuring compliance with the regulations herein, and designates the Village Clerk as records access officer who shall have the duty of coordinating the Village response to public requests for access to records. The designation of the Village Clerk shall not be construed to prohibit officials who have in the past been authorized to make records or information available to the public from continuing to do so.

**B.**

The Village Clerk is responsible for assuring that Village personnel:

**(1)**

Maintain an up to date subject matter list;

**(2)**

Assist the requester in identifying requested records, if necessary;

**(3)**

Upon locating the records, take one of the following actions:

**(a)**

Make records available for inspection; or

**(b)**

Deny access to the records in whole or in part, and explain in writing the reasons therefor;

**(4)**

Upon request for copies of records:

**(a)**

Make a copy available upon payment or offer to pay established fees, if any; or

**(b)**

Permit the requester to copy those records;

**(5)**

Upon request, certify that a record is a true copy; and

**(6)**

Upon failure to locate records, certify that:

**(a)**

The Village is not the custodian for such records; or

**(b)**