

# **Herkimer County Land Bank**

## **Freedom of Information Law Procedures/Policy**

### **Section 1**

#### **Overview**

The Freedom of Information Law (“FOIL”) requires public access to government records. This document describes the Herkimer County Land Bank Corporation’s (“HCLB”) policies and procedures for responding to FOIL requests.

### **Section 2**

#### **How to Make Requests**

To make a FOIL request:

Send a detailed, written request to the HCLB Office specifying the records you wish to receive, addressed to:

By Email:

[hclb@herkimercountyny.gov](mailto:hclb@herkimercountyny.gov)

In the Comments Note “FOIL” Request

By Mail:

Herkimer County Land Bank

Attn: “FOIL” Request

109 Mary Street, Suite 1310

Herkimer, New York 13350

### **Section 3**

#### **Format of Requests**

When submitting a FOIL request, it is important to:

- Be as specific as possible in your description of the requested records, including relevant dates, names and descriptions of the documents and their subject matter.
- State where you want the records sent and how you want them sent (for example, by email or mail).
- Provide contact information so that we can reach you with questions, including email address and daytime telephone number where available.

### **Section 4**

#### **List of Records Maintained**

A list of records maintained by HCLB and organized by subject matter category can be found on the Herkimer County Land Bank’s website: [www.hclb@herkimercountyny.gov](http://www.hclb@herkimercountyny.gov) Please note that some of the listed records may be exempt from disclosure pursuant to FOIL.

### **Section 5**

#### **Handling of Requests**

Unless otherwise provided by law, within 5 business days of receiving a FOIL request, HCLB will provide access to the records, deny access in writing (stating the reason for the denial), or will acknowledge receipt of the request

in writing and state the approximate date when the request will be granted or denied. If documents are not provided in the initial response, HCLB's acknowledgement will include an estimated timeframe when the records will be available. This estimate depends on the volume and type of records requested, the time it takes to review those records, and the time it takes to redact any information that cannot be disclosed pursuant to FOIL or other reasons provided by law.

The fee for records, unless a different fee is prescribed by statute, we will charge you a fee of \$1.00 per page. If the requested document needs to be a reproduction, the charge will be actual cost of reproducing the record. If you request the documents be mailed, you will be billed the actual mailing cost.

## **Section 6**

### **Appeals**

If your request is denied (in whole or part), you will have 30 days to file a written appeal with the HCLB to the HCLB FOIL Appeal Officer who is the Chairman of the Land Bank Board of Directors.

Herkimer County Land Bank  
Attn: FOIL Appeals Officer  
109 Mary Street, Suite 1310  
Herkimer, New York 13350

Please include a copy of the original request for records, a copy of the FOIL response you received, and your appeal.

#### **Additional Information**

If you have additional questions about FOIL, please contact the New York State Committee on Open Government at [coog@dos.ny.gov](mailto:coog@dos.ny.gov) or visit their website at: <https://opengovernment.ny.gov/>.

**HCLB Freedom of Information Law Procedure/Policy**

**Adopted: December 12, 2024**

**Amendments: None**