



## General Order

### Public Access to Records of the IFD

GO #069

EFFECTIVE: 09/08/2025

## Purpose and Scope

The people's right to know the process of government decision-making and the records that inform those decisions are fundamental to our society. These regulations provide information concerning the procedures by which records may be obtained from the Irondequoit Fire District.

Personnel of the District shall furnish information and records as required by **New York State Public Officers Law, Article 6, §84 (Freedom of Information Law – FOIL)**. Any conflict among laws governing public access to records shall be construed in favor of the widest possible availability of public records.

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## Records Access Officer

- The Fire District Secretary is designated as the **Records Access Officer**.
- Responsibilities include:
  - Maintaining an up-to-date subject matter list.
  - Assisting requesters in identifying requested records.
  - Making records available for inspection promptly upon request.
  - Producing copies of records upon payment of established fees.
  - Certifying true copies of records when required.
  - Providing written certification when records cannot be located or the District is not the custodian.

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## Fiscal Officer

- The Fire District Treasurer is designated as the **Fiscal Officer**.
- Responsibilities include:
  - Certifying payroll.
  - Responding to requests for itemized payroll records (name, address, title, and salary).

- Making payroll items available to any person, including members of the news media.

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## Location and Contact Information

Records shall be available for inspection and copying at:

### **Irondequoit Fire District – Culver Station**

2960 Culver Road

Rochester, NY 14622

Phone: (585) 467-4241

Email: info@irondequoitfire.org

Appointments must be arranged with the Records Access Officer.

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## Requests for Public Access to Records

- All requests must be made in writing using the **Irondequoit Fire District FOIL Request Form**. Forms may be mailed, hand-delivered, or submitted electronically.
- The Records Access Officer will acknowledge receipt within **five (5) business days** by:
  - Granting or denying access to the records in whole or part; or
  - Acknowledging receipt and providing a reasonable timeframe for response (not to exceed 20 business days without written explanation).

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## Denial of Access and Appeals

- Denials shall be made in writing, stating reasons and advising of appeal rights.
- Appeals must be filed in writing within **thirty (30) days** of denial.
- Appeals are heard by the **Board of Fire Commissioners**, which must respond in writing within **ten (10) business days**.
- Copies of all appeals and determinations shall be transmitted to the **NYS Committee on Open Government**, Department of State, Albany, NY.

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## Fees

- Photocopies (≤9x14 inches): **\$0.25 per page**.
- Larger copies: actual reproduction cost.

- Storage devices/media or external professional reproduction: actual cost.
  - No fee for: inspection of records, search for records, certifications, or basic fire reports to building owners/tenants/primary insurers.
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## **Severability**

If any provision of this policy is deemed invalid, the remainder shall remain in full force and effect.