



**Sullivan County Soil & Water Conservation District**  
**64 Ferndale-Loomis Road**  
**Liberty, NY 12754**  
**(845)292-6552 Fax (845)295-9073**

## **FREEDOM OF INFORMATION LAW (FOIL) POLICY**

The Freedom of Information Law (FOIL), sections 84-90 of Article 6 of the NYS Public Officers Law, states that an agency is required to make all records available for public inspection and copying, except that such agency may deny access to records or portions thereof listed in section 87 (2). The detailed law can be found at the following website:

<http://ww.dos.ny.gov/coog/foil2.html>

Records of the Sullivan County Soil & Water Conservation District (District) may be requested by filling out the District's FOIL Request Form or a similar written document and sending it to the FOIL/Records Access Officer. The form can be submitted as follows:

- By mail at:  
Sullivan County SWCD  
FOIL/Records Access Officer  
64 Ferndale-Loomis Road, Liberty, NY 12754
- By fax: 845-295-9073
- Email: [lisaschick@liberty.twcbc.com](mailto:lisaschick@liberty.twcbc.com)

The District is under no obligation to create records to fulfill your request. The information you have requested must already exist in a file, report, etc. The Freedom of Information Law does not require the District to create a file or report to meet your request.

The District will use its best effort to reply to all requests within five (5) business days, either by mail or email, stating that we have received your request. After reviewing your request, you will receive notification via mail or email as to whether your FOIL request has been approved or denied.

If approved, records are available for inspection on each day the District office is open, and between the hours of 8:30 am and 4:00 pm. You may contact the Records Access Officer to make an appointment to review the records requested. The fee for copying records is \$0.25 per photocopy, not in excess of 9"x 14", or the actual cost of reproduction. Electronic copies provided by e-mail or fax will be provided free of charge.

If request is denied, you have the right to send your appeal to:

- FOIL Appeals Officer.  
Sullivan County SWCD  
64 Ferndale-Loomis Road, Liberty, NY 12754
- By Fax: 845-295-9073
- Email: [brianbrustman@liberty.twcbc.com](mailto:brianbrustman@liberty.twcbc.com)