



Jamestown Community College
Policies and Procedures

Policy Title	Freedom of Information Law	Policy Number	004
Section	Governance, Organization and General Information	Approval Date	7/20/2021
Subsection	Governance and Organization	Effective Date	
Responsible Office	Administrative Services	Review Date	

1.0 Purpose

1.1 The people's right to know the process of government decision-making and the documents and statistics leading to determinations is basic to our society. These regulations provide information concerning the procedures by which records may be obtained.

2.0 Policy

2.1 JCC complies with the New York Freedom of Information Law (Article 6 of New York Public Officers Law), and designates the Assistant to the Vice President of Administration as Records Access Officer with the following mailing address and telephone number:

Assistant to the Vice President of Administration
Jamestown Community College
P.O. Box 20
Jamestown, New York 14702-0020
716-338-1023

2.2 The records access officer will ensure appropriate agency response to public requests for access to records.

2.3 The designation of a records access officer 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.

2.4 If any provision of these regulations or the application thereof to any person or circumstances is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the other provisions of these regulations or the application thereof to other persons and circumstances.

2.5 Nothing in this Policy shall be construed to limit or abridge any otherwise available right of access at law or in equity of any party to records.

3.0 Procedures

3.1 Location: Records shall be available for public inspection and copying at:

525 Falconer Street - or - 260 North Union Street
Jamestown, New York 14701 Olean, New York 14760

3.2 Hours for Public Inspection: The Records Access Officer may gather requested records from the appropriate JCC Department. Therefore, JCC requests that interested visitors make an appointment for the public inspection of records.

3.2.1 To make an appointment to inspect and copy records:

3.2.1.1 You must contact the Records Access Officer to make your request.

3.2.1.2 The Records Access Officer will notify you when the records are available.

3.2.1.3 You must schedule an appointment to review the requested records in person.

3.3 Requests for Public Access to Records

3.3.1 A written request may be required, but oral requests may be accepted when records are readily available.

3.3.2 If records are maintained on the Internet, the requester shall be informed that the records are accessible via the Internet and whether available in a different form such as paper or information storage medium.

3.3.3 A response shall be given in conformance with the procedures, timeframes, sequence, and allowable fees provided in Article 6 of New York Public Officers Law, as it may be amended from time to time.

3.4 Appeals: The JCC President shall determine appeals regarding denial of access to records under the Freedom of Information Law, and appeals may be submitted in writing to the following address:

Office of the JCC President
525 Falconer Street
Jamestown, New York 14701

4.0 Definitions

5.0 References

5.1 Article 6 of New York Public Officers Law