



Department of State
Corporations, State Records & UCC

New York State
Department of State
DIVISION OF CORPORATIONS,
STATE RECORDS AND
UNIFORM COMMERCIAL CODE
One Commerce Plaza
99 Washington Ave.
Albany, NY 12231-0001
dos.ny.gov

Local Law Filing

Pursuant to Municipal Home Rule Law §27

Local Law Number ascribed by the legislative body of the local government listed below:

1 of the year 20 26

Local Law Title: A Local Law Amending Local Law 3 of 2013 Pertaining to Rules and Regulations Pursuant to the Freedom of Information Law.

Be it enacted by the _____ Board of Legislators _____ of the
(Name of Legislative Body)

☒ County ☐ City ☐ Town ☐ Village
(Select one)

of Oneida _____ as follows on the attached pages:
(Name of Local Government)

For Office Use Only

FILED
STATE RECORDS

JAN 08 2026

DEPARTMENT OF STATE

Department of State Local Law Index Number: _____ of the year 20 26

(The local law number assigned by the Department of State for indexing purposes may be different from the local law number ascribed by the legislative body of the local government.)

Local Law Filing

(Complete the certification in the paragraph that applies to the filing of this local law and strike out that which is not applicable.)

1. (Final adoption by local legislative body only.)

I hereby certify that the local law annexed hereto ascribed as local law number _____ of 20____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20____ in accordance with the applicable provisions of law.

(Name of Legislative Body)

2. (Passage by local legislative body with approval, no disapproval or repassage after disapproval by the Elective Chief Executive Officer*.)

I hereby certify that the local law annexed hereto, ascribed as local law number _____ 1 of 20 26 of the (County)(City)(Town)(Village) of _____ Oneida was duly passed by the _____ Board of Legislators on December 17, 20 25 and was _____ (Name of Legislative Body) (approved)(not approved)(repassed after disapproval) by the _____ County Executive (Elective Chief Executive Officer*) on January 5, 20 26 in accordance with the applicable provisions of law.

3. (Final adoption by referendum.)

I hereby certify that the local law annexed hereto, ascribed as local law number _____ of 20____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20____ and was _____ (Name of Legislative Body) (approved)(not approved)(repassed after disapproval) by the _____ on _____ 20____ (Elective Chief Executive Officer*)

Such local law was submitted to the people by reason of a (mandatory)(permissive) referendum, and received the affirmative vote of a majority of the qualified electors voting thereon at the (general)(special)(annual) election held on _____ 20____ in accordance with the applicable provisions of law.

4. (Subject to permissive referendum and final adoption because no valid petition was filed requesting referendum.)

I hereby certify that the local law annexed hereto, ascribed as local law number _____ of 20____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20____ and was _____ (Name of Legislative Body) (approved)(not approved)(repassed after disapproval) by the _____ on _____ 20____ (Elective Chief Executive Officer*) . Such local law was subject to permissive referendum and no valid petition requesting such referendum was filed as of _____ 20____ in accordance with the applicable provisions of law.

* Elective Chief Executive Officer means or includes the chief executive officer of a county elected on a county-wide basis or, if there be none, the chairperson of the county legislative body, the mayor of a city or village, or the supervisor of a town where such officer is vested with the power to approve or veto local laws or ordinances.

Local Law Filing

5. (City local law concerning Charter revision proposed by petition.)

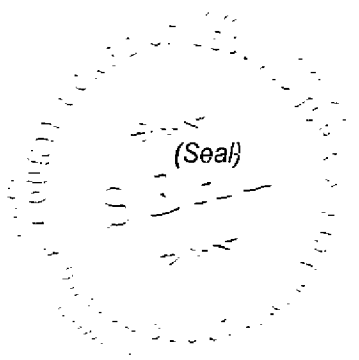
I hereby certify that the local law annexed hereto, ascribed as local law number _____ of 20 ____ of the City of _____ having submitted to referendum pursuant to the provisions of Section (36)(37) of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of such city voting thereon at the (special)(general) election held on _____ 20 ____ became operative.

6. (County local law concerning adoption of Charter.)

I hereby certify that the local law annexed thereto, ascribed as local law number _____ of 20 ____ of the County of _____ State of New York, having been submitted to the electors at the General Election of November _____ 20 ____ pursuant to subdivisions 5 and 7 of section 33 of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of the cities of said county as a unit and a majority of the qualified electors of the towns of said county considered as a unit voting at said general election, became operative.

(If any other authorized form of final adoption has been followed, please provide an appropriate certification.)

I further certify that I have compared the preceding local law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original local law, and was finally adopted in the manner indicated in the paragraph _____ above.



(Seal)

Clerk of the county legislative body, City, Town or Village Clerk or officer designated by local legislative body

1/5/20

(Date)

Exhibit “A”

BE IT ENACED BY THE BOARD OF COUNTY LEGISLATORS OF THE COUNTY OF ONEIDA, STATE OF NEW YORK, AS FOLLOWS:

SECTION 1. AUTHORITY.

The Board of County Legislators adopts this Act pursuant to New York State Constitution Article IX and New York Municipal Home Rule Law § 10.

SECTION 2. Section 2 of Local Law No. 3 of 2013, pertaining to “Definitions,” is hereby amended to add a new subsection, “j.,” as follows:

“j. “County Attorney” means the Oneida County Attorney, or any of his or her assistants or any employee of the County designated by the County Attorney to perform any or all of his or her functions hereunder.”

SECTION 3. Subsection “a.” of Section 3 of Local Law No. 3 of 2013, pertaining to “Procedure for Obtaining Records,” is hereby amended to add the matter appearing below in underscored font, and to delete the matter appearing below in bracketed font:

“a. The Clerk shall be the custodian of the records of the County, other than the payroll record. Any person wishing to inspect and/or obtain a copy of any such record, other than the payroll record, may make an application to the [Clerk] County Attorney. Such application shall be in writing. Blank application forms may be obtained from the [Clerk] County Attorney either: (a) personally on any workday during regular working hours at the office of the [Clerk]County Attorney at the Oneida County Office Building in Utica, New York; (b) by mail, addressed to such office; or (c) on the County website: [<http://ocgov.net/countyclerk>] <https://oneidacountyny.gov/departments/county-attorney/>. Completed forms may be submitted to the [Clerk]County Attorney either: (a) personally at such office on any workday during regular working hours; [(c)](b) by mail, addressed to such office or to such other office as the [Clerk]County Attorney may specify on the application form; or [(d)](c) by electronic mail, addressed to [countyclerk@ocgov.net or to] such email [other]address as the [Clerk]County Attorney may specify on the application form. Within five (5) business days of the receipt of an application, in the proper form and at the appropriate time; the [Clerk]County Attorney shall: (a) inform the applicant that the request or portion of the request does not reasonably describe the records sought, including direction, to the extent possible, that would enable such applicant to request the records reasonably described; (b) make the record available; (c) deny the request in whole or in part, in writing, as provided in section 7 of this regulation; or (d) furnish a written acknowledgement of the receipt of the application and a statement of the approximate date, reasonable under the circumstances, when the request will be granted or denied in whole or in part. If a request is granted in whole or in part, but circumstances prevent disclosure to the person requesting the record within twenty (20) business days from the date of the acknowledgement of the receipt of the

application, the [Clerk]County Attorney shall state in writing the reason for the inability to grant the request within twenty (20) business days and a date certain within a reasonable period when the request will be granted in whole or in part. If a request is granted in whole or in part, upon payment of or offer to pay the prescribed fee, if applicable, the [Clerk]County Attorney shall: (a) provide a copy of the record and the Clerk shall certify to the correctness of the copy if so requested; or (b) certify that [he or she]~~the Clerk~~ does not have possession of the record, or the record cannot be found after diligent search. The [Clerk]County Attorney, in his or her discretion, may waive compliance with any formality prescribed by this subdivision, including the use of application forms prescribed by the [Clerk]County Attorney.”

SECTION 4. Section 5 of Local Law No. 3 of 2013, pertaining to “Fees,” is hereby amended to add the matter appearing below in underscored font, and to delete the matter appearing below in bracketed font:

“The fee for photocopies of records shall be such reasonable amounts as the [Clerk]County Attorney shall establish, not in excess of twenty-five cents per photocopy. The fees for other types of records shall be such reasonable amounts as the [Clerk]County Attorney shall also establish in accordance with subdivision c of subdivision 1 of Section 87 of the Public Officers Law. The applicant shall be informed of the estimated cost of preparing a copy if more than two hours of the [Clerk’s]County Attorney’s time is needed, or an outside professional service would be retained, to prepare a copy of the record. The fee for copies of records involving electronic information shall be such reasonable amounts as the [Clerk]County Attorney shall establish based on the actual cost of reproduction. Notwithstanding the above, the [Clerk]County Attorney may, in his or her discretion, waive all or any portion of the fees authorized by this section for copies of records.”

SECTION 5. Section 6 of Local Law No. 3 of 2013, pertaining to the “Prevention of Unwarranted Invasions of Personal Privacy,” is hereby amended to add the matter appearing below in underscored font, and to delete the matter appearing below in bracketed font:

“In accordance with the provisions of subdivision 2 of Section 89 of the Public Officers Law and in conformity with such guidelines as may be promulgated by the Committee on Open Government regarding the prevention of unwarranted invasions of personal privacy, the [Clerk]County Attorney may deny access to records or portions of records that would result in an unwarranted invasion of personal privacy prior to making such record available for inspection and/or copying. Disclosures of records made in accordance with provisions of subdivision c of subdivision 2 of Section 89 of the Public Officers Law will not constitute an unwarranted invasion of personal privacy. In the event that the record is such that the personal matters cannot be fully deleted without substantially affecting the record or the identifying details cannot be effectively deleted, the [Clerk]County Attorney shall deny access to such record or portions thereof, which will represent a denial of the request, as provided in section 7 of this regulation.”

SECTION 6. Section 7 of Local Law No. 3 of 2013, pertaining to the “Grant or Denial of Access to Records,” is hereby amended to add the matter appearing below in underscored font, and to delete the matter appearing below in bracketed font:

“If the [Clerk]County Attorney determines that an application to inspect and/or copy records pertains to information required to be disclosed under the Freedom of Information Law or other law, and is not exempt from disclosure as an unwarranted invasion of personal privacy or otherwise pursuant to subdivision 2 of section 87, subdivision 2 of section 89, of the Public Officers Law, or any other law, he or she shall grant the application. The [Clerk]County Attorney shall deny an application to inspect and/or copy records if it pertains to information specifically exempt from disclosure by subdivision 2 of Section 87 of the Public Officers Law or under section 6 of this regulation pursuant to the provisions of subdivision 2 of Section 89 of the Public Officers Law, or any other law. In denying any application to inspect and/copy records the [Clerk]County Attorney shall indicate, in writing, his or her reasons for such denial and shall advise the applicant of his right to appeal such denial to the Commissioner of Personnel.”

SECTION 7. SEVERABILITY.

If any clause, sentence, paragraph, subdivision, section, or part of this Act or the application thereof to any person, individual, corporation, firm, partnership, entity, or circumstance shall be adjudged by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not effect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, section, or part of this Act, or in its application to the person, individual, corporation, firm, partnership, entity, or circumstance directly involved in the controversy in which such order or judgment shall be rendered.

SECTION 8. EFFECTIVE DATE.

This Local Law shall take effect upon its filing with the New York State Secretary of State in accordance with Section 27 of the Municipal Home Rule Law.