

## Chapter 105

### RECORDS, PUBLIC ACCESS TO

- § 105-1. Designation of records access officer.
- § 105-2. Location of records.
- § 105-3. Times records are available for inspection.
- § 105-4. Fees.

[HISTORY: Adopted by the Board of Trustees of the Village of Lansing at time of adoption of Code; see Ch. 1, General Provisions, Art. I. Amendments noted where applicable.]

#### § 105-1. Designation of records access officer.

The Village Clerk, Office of the Village of Lansing, 2405 North Triphammer Road, Ithaca, New York, is hereby designated records access officer.

#### § 105-2. Location of records.

Records shall be available for public inspection and copying at the Office of the Village of Ithaca, 2405 North Triphammer Road, Lansing, New York.

#### § 105-3. Times records are available for inspection.

Requests for public access to records shall be accepted and records shall be produced between 9:00 a.m. and 1:00 p.m. Monday, Wednesday, Thursday and Friday, except holidays.

#### § 105-4. Fees.

- A. There shall be no fee charged for:
  - (1) Inspection of records.
  - (2) Search for records.
  - (3) Any certification pursuant to Article 6 of the Public Officers Law.
- B. The fee for photocopies not exceeding eight and one-half by fourteen (8 1/2 x 14) inches is twenty-five cents (\$0.25) per page.