



STANDARD OPERATING PROCEDURE

OFFICE OF THE COUNTY EXECUTIVE

Date:

3/23/2006

Number:

B-01

Approved by:

STEVE LEVY
SUFFOLK COUNTY EXECUTIVE

NEW YORK STATE FREEDOM OF INFORMATION LAW

THIS SOP SUPERSEDES THE SHEETS IN
THE SOP MANUAL THAT ARE IDENTIFIED AS
"SOP B-01" DATED 3/01. HOLDERS
OF THE SOP MANUAL SHOULD REMOVE AND
DISCARD THE SHEETS AND REPLACE THEM WITH
THIS DOCUMENT.

1. **Purpose.** This Standard Operating Procedure establishes procedures to assure Suffolk County's compliance with the New York State Freedom of Information (FOI) Law. To that end, each agency head will assure that each FOI Officer has a thorough working knowledge of the following provisions which are subject to the guidelines and regulations of the New York State Committee on Open Government.
2. **References.** Freedom of Information Law (Public Officers Law Sections 84-90). State regulations governing administration of the Law (21 NYCRR 1401.1 -1401.10)
3. **Applicable Forms.**
 - a. SCEX Form 8, "Application for Public Access to Records," is stocked by the Central Store (Attachment 1).
 - b. REASONS FOR DENIAL OF ACCESS TO RECORDS (Attachment 2)
 - c. MODEL SUBJECT MATTER INDEX (Attachment 3)
 - d. SCEX Form 10, "Public Notice – You Have a Right to See Public Records," is stocked by the Central Store (Attachment 4).

- e. RECEIPT FOR PAYMENT OF FREEDOM OF INFORMATION LAW FEES (Attachment 5).
- f. IFMS – “Integrated Financial Management System” Cash Receipt Form and Instructions (Attachment 6).

4. **Definitions.**

- a. “Record” means any information kept, held, filed, produced or reproduced by, with or for any agency, in any physical form whatsoever including, but not limited to, reports, statements, examinations, memoranda, opinions, folders, files, books, manuals, pamphlets, forms, papers, designs, drawings, maps, photos, letters, microfilms, computer tapes or discs, rules, regulations or codes.
- b. “Agency” means any state or municipal department, board, bureau, division, commission, committee, public authority, public corporation, council, office or other governmental entity performing a governmental or proprietary function for the State or any one or more municipalities thereof, except the judiciary, or the State Legislature.

5. **Responsibilities**

- a. Responsibility for compliance rests with each agency head.
- b. The head of an agency or the designee (or designees), as Freedom of Information (FOI) Officer(s), has the following duties:
 - (1) To compile and maintain on a current basis a reasonably detailed list by subject matter, in alphabetical sequence, of all records in the agency’s possession and to note on the list whether such records are available for inspection or inaccessible.
 - (2) To assist any person requesting information in identifying the requested records, if necessary.
 - (3) Upon location of records:
 - (a) To make the records available for inspection; or
 - (b) To deny access in writing, stating the reasons therefor.
 - (4) Upon Request:
 - (a) To make copies on payment of the fee; or

- (b) To permit the requester to copy record(s) on payment of the fee.
- (5) Upon request, to certify that a copy is a true copy.
- (6) Upon failure to locate records:
 - (a) To certify that the agency does not have custody of the records; or
 - (b) To certify that the records cannot be found after diligent search.
- (7) To advise the telephone operator or receptionist in the building of an agency of the FOI Officer's name and extension so that calls from the public may be properly directed.
- c. Each agency head will make personnel available to provide service to the public under the Freedom of Information Law.

6. Procedure.

- a. Each agency head or designee will provide the County Attorney with the following reports:
 - (1) Subject Matter Index.
 - (a) The County Attorney's Office should maintain two copies of a comprehensive and current list, in alphabetical sequence according to subject matter, of ALL records maintained by the agency. The list should be sufficiently detailed to permit the requester to identify the record sought. The list should contain the location of each record and a designation as either available or non-available. For those items designated as non-available, the basis for exemption from the FOI Law must be included. Reference to the subparagraph numbers contained in Section 6, subsections b(16) and b(17) of this SOP will suffice. See Attachment 2.
 - (b) No later than January 30th of each year, two copies of an updated Subject Matter Index should be forwarded to the County Attorney's Office. The opening page should contain the revision date of the Index. If there is no change in the prior Index, an inter-office memorandum stating there is no change will suffice.

(2) Listing of FOI Officers and Alternates.

- (a) The County Attorney's Office must be notified of the name, location and telephone extension of the individual or individuals (and alternates) in each agency who have been designated as "Freedom of Information Officers." All requests from the public for records will be directed as appropriate to these individuals. A back-up or alternate must be designated in each agency to cover absences. A FOI Officer must be designated in each building in which records are maintained, with the exception of departments which are housed in multiple buildings within easy walking distance of one another. In this case, one FOI Officer may be designated.
- (b) Whenever a change occurs in the agency listing of FOI Officers and alternates, that change should be reported promptly to the County Attorney by inter-office memorandum.

b. Each agency will comply with the following:

- (1) Each agency will post in one or more conspicuous locations a copy of SCEX Form 10, "Public Notice – You Have a Right to See Public Records" (Attachment 3), filled in to show:
 - (a) The location where the agency's records can be seen and copied;
 - (b) Officials who will help an applicant to exercise the right of access to records;
 - (c) A fee schedule for copies of records; and
 - (d) How to appeal a denial of access to records.
- (2) Each agency will have a copy of this SOP and the agency's Subject Matter Index available at each location where a person may apply for access to records and will allow an applicant to refer to the SOP and Subject Matter Index, upon request.
- (3) All inquiries will be directed to the FOI Officer, who will be the only agency employee who will make records available to the public.

- (4) All requests for inspection of records may be made by the applicant in letter form or on SCEX Form 8, "Application for Public Access to Records" (Attachment 1). FOI Officers will maintain supplies of SCEX Form 8, which are to be prepared in quadruplicate:
- (a) Copy 1 – will, upon completion of the processing of the request, be given or sent to the applicant.
 - (b) Copy 2 – will, upon completion of processing, be retained by the agency's FOI Officer in chronological sequence.
 - (c) Copy 3 – in the event the request is:
 - (1) Approved, or the requested record is not located after diligent search, will be destroyed.
 - (2) Denied, will be sent to the County Attorney so as to be available for his use in the event that the applicant appeals the denial.
 - (d) Copy 4 – will be given to the applicant as an interim response if there will be a delay in furnishing the desired record. If there will be no delay, Part 4 will be destroyed.
- (5) Requests must contain reasonably complete descriptions as to the identity of the desired records, whenever possible supplying dates, titles, etc. The FOI Officer will assist the requester in identifying the record when necessary.
- (6) Within five business days of receipt of a request the FOI Officer will, by means of the applicant's SCEX Form or by letter, take one of the following courses of action:
- (d) Make the record available;
 - (e) Deny the request and provide the reason;
 - (f) State that the record is not in the custody of the agency, if that is the case;
 - (g) State that the record cannot be located after diligent search, if that is the case: or
 - (e) Furnish by means of SCEX Form 8 or by letter, an acknowledgement within 5 business days of receipt of the

request and the approximate date by which a determination will be made, which shall be reasonable under the circumstances of the request;

- (f) Include the following information to the applicant on all correspondence if the SCEX Form 8 is not utilized:

YOU HAVE THE RIGHT TO APPEAL A DENIAL OF YOUR APPLICATION IN WRITING TO THE OFFICE OF THE SUFFOLK COUNTY ATTORNEY WITHIN 30 DAYS OF SUCH DENIAL. CONTACT THE FOIL APPEALS OFFICER, SUFFOLK COUNTY ATTORNEY, H. LEE DENNISON BUILDING, P.O. BOX 6100, HAUPPAUGE, NEW YORK 11788. THE FOIL APPEALS OFFICER MUST RESPOND IN WRITING WITHIN TEN BUSINESS DAYS OF RECEIPT OF YOUR APPEAL.

- (7) If your department determines to grant a request in whole or in part, and if circumstances prevent disclosure to the person requesting the record or records within twenty business days from the date of the acknowledgement of the receipt of the request, your department shall state, in writing to the requestor, both the reason for the inability to grant the request within twenty business days and a date certain within a reasonable period, depending on the circumstances, when the request will be granted in whole or in part. Failure to conform to the foregoing provisions shall constitute a denial by your department of the FOIL request.
- (8) The FOI Officer will collect fees according to the schedule shown below. Cash payments are acceptable; payments made by check or money order must be made payable to the Suffolk County Treasurer. FOI Officers will submit fees collected to the Suffolk County Treasurer using IFMS – Integrated Financial Management System Cash Receipt Form. Departments that have the IFMS System on their computers should fill out, print and send a copy of the form with the payment to the Suffolk County Treasurer. Non-users of the IFMS computerized system may use the paper form and instructions attached hereto. (Attachment 5). Questions concerning the submission or use of this form should be directed to the Suffolk County Treasurer's Office.
- (9) Fee Schedule is as follows, except when a different fee is otherwise prescribed by law:
 - (a) Photocopies - \$0.25 per sheet up to 9" x 14"
\$0.25 per square foot for larger sizes.

- (b) Any other record – actual cost of copying
 - (c) Unless and until otherwise provided by law, there will be no fee charged for:
 - (1) Inspection of records;
 - (2) Search for records; or
 - (3) Any certification pursuant to this SOP.
 - (d) Payment of fees must be tendered before copies are made.
- (10) Payment of fees will be acknowledged by the FOI Officer by means of SCEX Form 43, "Receipt for payment of FOIL Law Fees"(Attachment 4), prepared in duplicate as follows:
- (h) Copy 1 – will be given to the applicant upon payment of the appropriate fees.
 - (b) Copy 2 - will be filed chronologically by the FOI Officer.
- (11) Upon request the FOI Officer will certify the accuracy of photocopies by signing and adding the FOI Officer title on the copies. The title, Freedom of Information Officer, will be used in place of the FOI Officer's usual job title.
- (12) Any party denied access to records may appeal, in writing, within thirty days to the County Attorney, Attn: FOIL Appeals Officer. A determination will be made on the appeal within ten business days of receipt of the appeal by the County Attorney.
- (13) A Complete list of all records in Suffolk County, their location and the names addresses and telephone numbers of the appropriate FOI Officers will be maintained by the Coordinating Freedom of Information Officer in the Office of the County Attorney, H. Lee Dennison Building, Hauppauge, New York 11788.
- (14) The Subject Matter Index and updates submitted to the County Attorney's Office will be reviewed by the County Attorney for approval and/or recommendations for modification. The County Attorney will be the final interpreter of the law.
- (15) Guidelines for Availability.

- (a) ALL RECORDS as previously defined in section 4, will be made available for public inspection and copying except those referred to in sections 16 and 17 below.
 - (b) Each agency will maintain and make available a record of the final vote of each member in every agency proceeding in which the member votes.
 - (c) Each agency will maintain and make available a record setting forth the name, public office address, title and salary of every officer or employee of the agency.
 - (d) Each agency will maintain and make available the Subject Matter Index and listing of FOI Officers and alternates, as detailed in section 6 (Procedure), subsection a.
 - (e) Each agency will make available:
 - (1) Factual or statistical tabulations or data;
 - (2) Instructions to staff that affect the public;
 - (3) Final agency policy or determinations.
- (16) The following records may be exempt from disclosure. Records which:
- (a) Are specifically exempted from disclosure by State or federal statute;
 - (b) If disclosed would constitute an unwarranted invasion of personal privacy (see section 17, below);
 - (c) If disclosed, would impair present or imminent contract awards or collective bargaining negotiations;
 - (d) Are trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise which, if disclosed, would cause substantial injury to the competitive position of the subject enterprise;
 - (e) Are compiled for law enforcement purposes and which, if disclosed, would:

- (1) Interfere with law enforcement investigations or judicial proceedings;
 - (2) Deprive a person of a right to a fair trial or impartial adjudication;
 - (3) Identify a confidential source or disclose confidential information relating to a criminal investigation; or
 - (4) Reveal criminal investigative techniques or procedures, except routine techniques and procedures;
- (f) If disclosed would endanger the life or safety of any person;
 - (g) Are inter-agency or intra-agency materials and are not:
 - (1) Factual or statistical tabulations or data;
 - (2) Instructions to the staff that affect the public;
 - (3) Final agency policy or determinations;
 - (4) External audits, including but not limited to audits performed by the comptroller and the federal government;
 - (h) Are examination questions or answers which are requested prior to the final administration of such questions;
 - (i) If disclosed, would jeopardize an agency's capacity to guarantee the security of its information technology assets, such assets encompassing both electronic and infrastructure information systems.
- (17) An unwarranted invasion of personal privacy includes but is not limited to:
- (a) Disclosure of certain employment histories, medical or credit histories or personal references of applicants for employment;
 - (b) Disclosure of items involving the medical or personal records of a client or patient in a medical facility;

- (c) Sale or release of lists of names and addresses if such lists would be used for commercial or fund-raising purposes;
 - (d) Disclosure of information of a personal nature when disclosure would result in economic or personal hardship to the subject party and such information is not relevant to the work of the agency requesting or maintaining it;
 - (e) Disclosure of information of a personal nature reported in confidence to an agency and not relevant to the ordinary work of such agency; or
 - (f) Information of a personal nature contained in a workers' compensation record, except as otherwise provided by the Workers' Compensation Law.
- (18) Disclosure is not construed to be an unwarranted invasion of personal privacy when:
- (a) Identifying details are deleted;
 - (b) The person to whom the matter pertains consents in writing to disclosure;
 - (c) A person seeks access to records pertaining to himself or herself, and such person presents reasonable proof of identity.
- (19) Persons who are not members of or employees of the County government will not be permitted access to file cabinets or other records storage equipment.
- (a) Generally, the person requesting records will be assisted by the FOI Officer in identifying with reasonable detail the records sought.

DISTRIBUTION

SOP Manual Holders

Attachments (5)

SCEX Form 8 (revised) (Attachment 1)

REASONS FOR DENIAL OF ACCESS TO RECORDS (Attachment 2)

MODEL SUBJECT MATTER INDEX (Attachment 3)

SCEX Form 10 (revised) (Attachment 4)

RECEIPT FOR PAYMENT OF FREEDOM OF INFORMATION LAW FEES

(Attachment 5) IFMS Cash Receipt Form (Attachment 6)

APPLICATION FOR PUBLIC ACCESS TO RECORDS
Suffolk County

SECTION 1: TO BE COMPLETED BY APPLICANT

INSTRUCTIONS TO APPLICANT: Please complete Section 1 of a four-part set of this form. Carbon paper is not required. Give or mail the form to the agency Freedom of Information Officer. The Freedom of Information Officer will return the original (white copy) to you as a response to your request, or will give you part 4 as an interim response.

PROVIDE FOIL REQUEST TO: FREEDOM OF INFORMATION OFFICER
AGENCY NAME:
AGENCY ADDRESS:

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD. (Please describe the record sought. If possible, supply a date, a file title and number, and any other information that will help locate the record desired): _____

If you have requested a list of names and/or addresses, will the list be used for commercial or fundraising purposes?

() Yes () No **Date of Application:** _____

Signature of Applicant and Printed Name **Party Applicant Represents (if applicable)**

Applicant's Mailing Address

SECTION II: FOR USE BY AGENCY FREEDOM OF INFORMATION OFFICER ONLY

- APPROVED
- RECORDS NOT POSSESSED OR MAINTAINED BY THIS AGENCY
- RECORDS CANNOT BE FOUND AFTER DILIGENT SEARCH
- DENIED. REASON FOR DENIAL _____ (Insert number corresponding to applicable reason for denial as listed on Attachment 2. Further detail may also be provided on the reverse.)
- Receipt of this request is acknowledged. The approximate date by which a determination will be made is _____ (If more than 20 business days, state reason for delay and a date certain for response).

(Signature) **Printed Name** **(Title)** **(Date)**

SECTION III: NOTICE TO APPLICANT

YOU HAVE A RIGHT TO APPEAL A DENIAL OF THIS APPLICATION IN WRITING TO THE OFFICE OF THE COUNTY ATTORNEY WITHIN 30 DAYS OF THE DENIAL. INFORMATION AS TO THE PERSON TO CONTACT IS SHOWN BELOW. THE CONTACTED PERSON MUST RESPOND TO YOU IN WRITING WITHIN TEN BUSINESS DAYS OF RECEIPT OF YOUR APPEAL.

ADDRESS FOR APPEALS ONLY-USE ADDRESS ABOVE FOR ALL OTHER REQUESTS:

Suffolk County Attorney, Attn: FOIL APPEALS OFFICER
H. Lee Dennison Bldg., 6th Floor
P.O. Box 6100
Hauppauge, NY 11788-0099

REASONS FOR DENIAL OF ACCESS TO RECORDS

1. Records are specifically exempted from disclosure by State or federal statute.
2. Disclosure would constitute an unwarranted invasion of personal privacy as follows:
 - (a) disclosure of certain employment histories, medical or credit histories or personal references of applicants for employment;
 - (b) disclosure of items involving the medical or personal records of a client or patient in a medical facility;
 - (c) sale or release of lists of names and addresses if such lists would be used for commercial or fund raising purposes;
 - (d) disclosure of information of a personal nature when disclosure would result in economic or personal hardship to the subject party and such information is not relevant to the work of the agency requesting or maintaining it;
 - (e) disclosure of information of a personal nature reported in confidence to an agency and not relevant to the ordinary work of such agency;
 - (f) information of a personal nature contained in a workers' compensation record, except as otherwise provided by the Workers' Compensation Law; or
 - (g) other (specify): _____

3. Disclosure would impair present or imminent contract awards or collective bargaining negotiations.
4. Records are trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise which if disclosed would cause substantial injury to the competitive position of the subject enterprise.
5. Records are compiled for law enforcement purposes and, if disclosed, would:
 - (a) interfere with law enforcement investigations or judicial proceedings;
 - (b) deprive a person of a right to a fair trial or impartial adjudication;
 - (c) identify a confidential source or disclose confidential information relating to a criminal investigation; or

- (d) reveal criminal investigative techniques or procedures, except routine techniques and procedures.
- 6. Disclosure would endanger the life or safety of a person or persons.
- 7. Records are inter-agency or intra-agency materials which are not:
 - (a) factual or statistical tabulations or data;
 - (b) instructions to staff that affect the public;
 - (c) final agency policy or determinations; or
 - (d) external audits, including but not limited to audits performed by the comptroller and the federal government.
- 8. Records are examination questions or answers requested prior to the final administration of such questions.
- 9. Records, if disclosed, would jeopardize an agency's capacity to guarantee the security of its information technology assets, such assets encompassing both electronic information systems and infrastructures.

Explanation of reasons for denial, if necessary (annex additional pages if necessary):

MODEL SUBJECT MATTER INDEX

	<u>Availability or Non-Availability</u>	<u>Action to be taken</u>	<u>Basis for Exemption</u>
1. Administrative staff manuals	Available	See SOP Sec. 6b (6)(a)	
2. Advertising publications	Available	See SOP Sec. 6b (6)(a)	
3. Booking records	Available	See SOP Sec. 6b (6)(a)	
4. Books	Available	See SOP Sec. 6b (6)(a)	
5. Brochures	Available	See SOP Sec. 6b (6)(a)	
6. Budget releases	Available	See SOP Sec. 6b (6)(a)	
7. Charts	Available	See SOP Sec. 6b (6)(a)	
8. Chronological files	Available	See SOP Sec. 6b (6)(a)	
9. Codes	Available	See SOP Sec. 6b (6)(a)	
10. Correspondence	Available	See SOP Sec. 6b (6)(a)	
11. Contract negotiations	*Generally Not available		See SOP Sec. 6b (16)(c) or (16)(d)
12. Credit histories	Not available		See SOP Sec. 6b (17)(a)
13. Employment histories	*Generally Not available		See SOP Sec. 6b (17)(a)
14. Employee lists; name, business address, salary and title	Available (provided that they are not for commercial use)	See SOP Sec. 6b (6)(a)	
15. Examinations (Civil Service) (questions and answers)	Not available (If examination questions will be re- used in the future)		See SOP Sec. 6(b) (16)(h)
16. External audits (final) performed Available by New York State Department of Audit and Control	Available	See SOP Sec. 6b (6)(a)	
17. Factual, statistical or data tabulations	Available	See SOP Sec. 6b (6)(a)	

18. Final agency determinations	Available	See SOP Sec. 6b (6)(a)	
19. Final agency policy	Available	See SOP Sec. 6b (6)(a)	
20. Forms (Standard County blanks)	Available	See SOP Sec. 6b (6)(a)	
21. Impact statements	Available	See SOP Sec. 6b (6)(a)	
22. Instructions to staff which affect the public	Available	See SOP Sec. 6b (6)(a)	
23. Inter-agency materials (not statistical or factual tabulations or data; instructions to staff that affect the public; or final agency policy or determinations)	Not available		See SOP Sec. 6b (16)(g)
24. Internal audits performed by the County Comptroller	Available	See SOP Sec. 6b (6)(a)	
25. Inventory files	Available	See SOP Sec. 6b (6)(a)	
26. Log books	Available	See SOP Sec. 6b (6)(a)	
27. Maps	Available	See SOP Sec. 6b (6)(a)	
28. Medical histories	Not available		See SOP Sec. 6b (17)(a)
29. Lists of names and addresses requested for commercial purposes	Not available		See SOP Sec. 6b (17)(c)
30. Minutes of agency meetings	Available	See SOP Sec. 6b (6)(a)	
31. Money vouchers	Available	See SOP Sec. 6b (6)(a)	
32. Operating procedures	Available	See SOP Sec. 6b (6)(a)	
33. Overtime records	Available	See SOP Sec. 6b (6)(a)	
34. Personal injury claims	Not available		See SOP Sec. 6b (17)(d)
35. Person, corporation or agency making complaint or suggestion	Not available		See SOP Sec. 6b (17)(d)
36. Personnel records	*Generally Not available		See SOP Sec. 6b (17)(a), (d), or (e)
37. Press releases	Available	See SOP Sec. 6b (6)(a)	
38. Regulations	Available	See SOP Sec. 6b (6)(a)	
39. Resumes of applicants	*Generally Not available		See SOP Sec. 6b (17)(a)

*Determinations must be made on a case-by-case basis after review of the specific documents at issue.

SUFFOLK COUNTY PUBLIC NOTICE

YOU HAVE A RIGHT TO SEE PUBLIC RECORDS

THE NEW YORK STATE FREEDOM OF INFORMATION LAW GIVES YOU THE RIGHT OF ACCESS TO MANY PUBLIC RECORDS. SUFFOLK COUNTY HAS ADOPTED A PROCEDURE GOVERNING WHEN, WHERE AND HOW YOU CAN SEE PUBLIC RECORDS.

THE PROCEDURE, KNOWN AS SOP B-01, CAN BE SEEN AT ALL COUNTY AGENCIES WHERE COUNTY RECORDS ARE KEPT. ACCORDING TO THAT PROCEDURE, RECORDS CAN BE SEEN AND COPIED DURING REASONABLE BUSINESS HOURS AT:

*AGENCY:

*ADDRESS:

THE FOLLOWING OFFICIALS OF THE CITED AGENCY WILL HELP YOU TO EXERCISE YOUR RIGHT OF ACCESS TO RECORDS:

1. AGENCY FREEDOM OF INFORMATION OFFICER(S):

Name(s):

Phone Number(s):

2. THE FEE SCHEDULE IS AS FOLLOWS:

A. Photocopies of records

1. \$.25 per sheet up to size 9" x14"
2. \$.25 per square foot for larger sizes

B. Any other record-actual cost

FEES MUST BE PAID BEFORE COPIES ARE MADE.

4. IF YOU ARE DENIED ACCESS TO A RECORD, YOU MAY APPEAL TO THE FOLLOWING PERSON WITHIN 30 DAYS OF THE DATE OF DENIAL:

SUFFOLK COUNTY ATTORNEY – ATTN: FOIL APPEALS OFFICER
H. LEE DENNISON BUILDING, 6TH FLOOR
P.O. BOX 6100
VETERANS MEMORIAL HIGHWAY
HAUPPAUGE, NEW YORK 11788-0099
BUSINESS TELEPHONE: (631) 853-4049

*(Each Agency/Department shall fill in information relative to it.)

RECEIPT FOR PAYMENT OF FREEDOM OF INFORMATION LAW FEES

Date:

Suffolk County Agency or Department:

Name of Individual, Group or Concern Requesting Access to Records:

- A. Date Request Received:
- B. Fee For Reproduction or Copying: \$
- C. Fee for postage (if applicable) \$
- D. Total Fee: \$
- E. Party Requesting Records Was Advised of Results of His/Her Request:
- By mail
- By telephone
- In person

F. Signature of Employee Conducting Search and Compiling Records:

G. Printed Name of Employee Conducting Search and Compiling Records:

H. Signature of Freedom of Information Officer:

I. Printed Name of Freedom of Information Officer:

County of Suffolk, NY - Cash Receipt Form

330 Center Drive, Riverhead, NY 11901 (516) 852 - 1500

Cash Receipt # _____

Modified # _____

Date of Record (mm/dd/yy)	Accounting Period (mm/yy)	Budget FY (yy)
Bank Account (2)	Cash Account (4)	Comments (12)
		Document Total (Dollars and Cents)

Ln (2)	Reference Document							Vendor/Provider/Customer (11)			Bill Cd (4)
	Cd(2) Number(1) Ln(2)										

Fund (3)	Agcy (3)	Orgn (4)	Sub Org (2)	Actv (4)	Rev Src (4)	Sub Rev (2)	Obj (4)	Sub Obj (2)	BS Acct (4)	Rept Cat (4)	Capital Project # (8)
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Amount (Include Cents)	I/D	P/F	Description (17)
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07											
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Department Head Signature _____

Date _____

DEPARTMENT INSTRUCTIONS ON CASH RECEIPT FORMS

Form Field	Field Size/ Format	R/O/C ¹	Description
Title-Section			
Document #	11	R	Leave Blank
New/Modified #	1	R	If this represents a change to a prior cash receipt, then enter the number of the Cash Receipt to be modified.
Header Information			
Date of Record Accounting Period Budget FY	MM/DD/YY MM/YY YY	O	If left blank, the system will infer the date the document was entered into the system. You may enter the appropriate open period.
Bank Account	2	R	Enter the code which represents the bank account where the cash/checks will be deposited.
Cash Account	4	C	Leave blank
Comments	12	O	Enter descriptive notes concerning the cash receipt.
Document Total		R	Enter the net amount (include cents) of all lines on the cash receipt document.
Accounting Details			
Account Line #	2	R	This is already provided by the system.
Reference Document	Code (2) Number (11) Line (2)	C	This field is used if the user is referencing information from an Invoice document on this Cash Receipt. Enter IN, the 11 character number, and the 2 character line being referenced on this Cash Receipt line.
Vendor/Provider/Customer	11	R	If the payment is from a particular vendor, provider, or customer, enter the 11 character code representing the provider or vendor from whom the payment is received. Otherwise, leave blank.
Billing Code	4	C	Leave blank
Fund	3	R	Enter the three digit code indicating what fund the money received will be recorded against.
Agency	3	R	Enter the three digit code indicating which agency (department) the money received will be recorded against.
Organization	4	C	Enter the four digit code indicating the organization within the defined agency that the money received will be recorded against. This field is left blank if the transaction involves a trust & agency account.
Sub-Organization	2	C	Leave blank.
Activity	4	C	Leave blank.
Revenue Source Code	4	C	Enter the four digit code indicating the revenue source that the money received will be recorded against. Leave blank if trust & agency. Do not use if object or balance sheet account are coded.
Sub Revenue	2	C	Leave blank
Object	4	C	Use when cash receipt represents reimbursement from a Vendor against an expense budget line.
Sub-Object	2	C	Leave blank
Balance Sheet Account	4	C	Enter only if trust & agency account.
Reporting Category	4	C	Enter the four digit code which indicates that the line being recorded against is a trust & agency account.
Capital Project #	8	C	Enter the eight digit code representing the project number the good/service will be charged against. (This code is used only when the cash receipt involves a capital project.)
Amount		R	Enter the total amount (include cents) to be charged to the defined accounting distribution.
I/D	1	C	Increase/Decrease Indicator. This is used only when the user is submitting a modification to an existing Cash Receipt. Enter I (increase) or D (decrease) to indicate whether the line amount modified is an increase or decrease to the original line amount.
P/F (Partial/Final Indicator)	1	C	Enter F to indicate final receipt against an Invoice, if applicable.
Description	30	O	Enter general description the user wants recorded with this document.
Department Head Approval and Date		R	The request must be signed and dated by the proper authority in the department.