

**WARREN COUNTY
OFFICE OF THE COUNTY ADMINISTRATOR**

Warren County Municipal Center
1340 State Route 9
Lake George, New York 12845
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MEMORANDUM

DATE: March 19th, 2024

TO: Designated Department Heads

FROM: John Taflan, Warren County Administrator

RE: Warren County FOIL Policy (R49/2024) – Designated Department Heads

Resolution 49 of 2024 set forth the official Freedom of Information Law (FOIL) Policy for Warren County.

As outlined in **Section 3: Designation and Duties of the Records Access Officer and certain designated department heads**

The Records Access officer shall:

2c. Designate and delegate authority to specific County Department Heads, in writing, to serve as “Designated Department Heads” authorized to receive and respond to FOIL requests on behalf of the Records Access Officer and the County;

2d. Maintain and publish a current list of County Department Head Offices that are authorized to serve as “Designated Department Heads”

The Records Access officer designates the following for the purposes stated above:

Sheriff	Jim LaFarr
District Attorney	Jason Carusone
Public Defenders	Greg Canale
DPW	Kevin Hajos
Board of Elections	William VanNess or Beth McLaughlin
County Clerk	Carrie Black
Building & Codes	Charles Wallace

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