

## **Village of Canisteo**

### **Policy on Freedom of Information**

Pursuant to 21 NYCRR Part 1401, the Village of Canisteo hereby adopts the following policy concerning the access to public records.

It is the Village Records Access Officer's responsibility to assure that:

- An up to date list of subject matter is maintained.
- Make records promptly available for inspection, given the reasonableness of the request and the volume of information requested.
- All requests for copies of records be submitted in writing by the petitioner.
- All such requests be responded to within five (5) business days. That does not mean the records will be produced within five (5) days, rather the petitioner will be notified within five (5) days as to when the records will be available.
- Should the request be denied by the Records Access Officer, the denial will be stated in writing and the reason(s) for the denial will be so stated.
- There will be a Clerk fee associated with searching for records. This fee is subject to searches that require expensive time to provide the documents. The fee is \$25 per hour.
- The petitioner will be charged \$.25 per page for any and all records copied at their request.

**Adopted October 13, 2020  
by the Village Board of Trustees**