

# FULLER ROAD MANAGEMENT CORPORATION RECORDS ACCESS POLICY

Effective Date: January 3, 2017

## Section 1: Purpose

The purpose of this policy is to set forth the methods and procedures governing the availability, location and nature of Fuller Road Management Corporation [the “Corporation”] records in conformance with Article 6 of the Public Officers Law, known as the Freedom of Information Law.

## Section 2: Definitions

(a) The term *record* means any information kept, held, filed, produced or reproduced by or for the Corporation.

(b) The term *records access officer* means the Corporation employee designated as such pursuant to section 3.

(c) The term *records access appeals officer* means the Corporation employee designated as such pursuant to section 7.

(d) The term *business day* means the hours between 9 a.m. and 5 p.m. any day except Saturday, Sunday, a public holiday or a day on which the Corporation is otherwise closed for general business.

## Section 3: Designation of records access officer

(a) The Corporation’s records access officer is the Corporation employee who is designated as such by the Corporation’s general counsel. Contact information for the records access officer, including e-mail address, shall be posted on the Corporation’s website.

## Section 4: Location and hours for public inspection and copying

The Corporation’s website shall set forth the title, name and business address of the records access officer and records access appeals officer, consistent with Section 9 below, to whom requests must be submitted. Records for public inspection and copying may be made available upon a pre-arranged appointment with the records access officer.

## Section 5: Subject matter list

The records access officer shall maintain and post on the Corporation’s website a reasonably detailed current list, by subject matter, of all records in the possession of the Corporation. The posting shall be reviewed for any updates annually and shall include, on the first page, the date of the most recent review and a link to the website of the Committee on Open Government.

## Section 6: Requests for public access to records

(a) Any person wishing to inspect and/or obtain a copy of any Corporation record must submit to the records access officer a written request reasonably describing the records sought. Requests may be submitted to the records access officer by hand delivery, regular mail, fax, or e-mail.

(b) Upon receipt of a written request for records, the records access officer shall:

- (1) furnish a written acknowledgment of the receipt of such a request and a statement of the approximate date when such request will be granted or denied within five business days of receipt of the request;
- (2) conduct or coordinate a search for the records requested;
- (3) review those records, if any are found; and
- (4) respond to the person requesting the records in accordance with the provisions of Article 6 of the Public Officers Law.

## Section 7: Appeals

A records access appeals officer shall be designated by the Corporation's general counsel. Any person denied access to a record may appeal such denial in writing to the records access appeals officer within the timeframes established by Article 6 of the Public Officers Law. An appeal may be submitted to the records access appeals officer by hand delivery, regular mail, fax, or email. Upon receipt of an appeal, the records access appeals officer shall forward a copy of the appeal to the Committee on Open Government. Within the timeframe established by Article 6 of the Public Officers Law, the records access appeals officer shall inform the person requesting the record of his or her appeal determination in writing and shall provide a copy of such appeal determination to the Committee on Open Government.

## Section 8: Fees

The fee for letter- or legal-sized photocopies of records shall be 25 cents per photocopy. The fees for all other records shall be such reasonable amounts as the records access officer shall establish, which shall not exceed the actual reproduction costs. The records access officer may, in his or her discretion, waive all or any portion of the fees for any record or class of records.

## Section 9: Public notice

A notice containing the title, name and business address of the records access officer and records appeals officer, and the location where records can be seen or copied shall be posted conspicuously on the Corporation's website.