

**Attachment A to the July 17, 2014 Resolution by
the Town Board for the Town of Tyre**

Schedule of Fees and Applicable Rules for Access Requests
to the Public Records of the Town of Tyre

Under Sections 84-90 of the New York State Public Officers Law, commonly referred to as the Freedom of Information Law (FOIL), members of the public may submit requests to review or receive copies of records held by the Town of Tyre (the Town). Section 87 of FOIL authorizes the Town to charge individuals for copies of the requested records and other actual costs incurred when responding to a request.

In accordance with FOIL, the Town of Tyre will conform to the following requirements and charge the following fees for responding to requests for public records:

- A. If the Town can reasonably make a copy or have the copy made by engaging an outside professional service, then the Town will provide records in the medium that a person requests them.
- B. Copies of records measuring 9"x 14" or smaller will be provided at a fee of \$0.25 per page.
- C. Copies of records larger than 9"x 14" will be provided at their actual cost of reproduction.

1. This actual cost includes only:

- a. When a Town employee must spend at least two hours preparing a copy of the record requested, an amount equal to the hourly salary of the lowest paid Town employee capable of preparing the copy;
- b. The actual cost of storing devices or media provided to the person making the request; and
- c. When the Town's information technology equipment is inadequate to prepare the copy, the actual cost of engaging an outside professional service to prepare the copy of the requested record.

2. In the event that more than two hours of an employee's time is needed to prepare the copy of a record or an outside professional service will be retained to prepare the copy, the person making the request will be informed of the estimated cost of preparing the copy.

D. Voluminous Requests

- 1. If a request is voluminous, or if locating or reviewing the requested records or providing the requested copies is burdensome because the Town lacks

sufficient staffing, or any other basis, the Town may engage an outside professional service to provide copying, programming, or other services required to provide the copy.

2. The actual cost of the professional service may be recovered by the Town when its information technology equipment is inadequate to prepare the copy.