

**TOWN OF GUILDERLAND INDUSTRIAL DEVELOPMENT AGENCY  
RESOLUTION REGARDING AGENCY RECORDS POLICIES**

A regular meeting of Town of Guilderland Industrial Development Agency (the "Agency") was convened in public session in the Town Board Room of the Guilderland Town Hall located on 5209 Western Turnpike in the Town of Guilderland, Albany County, New York on October 28, 2025 at 7:00 o'clock p.m., local time.

The meeting was called to order by the (Vice) Chair of the Agency and, upon roll being called, the following members of the Agency were:

PRESENT:

Shelly Johnston	Chair
Daniel A. Centi	Vice Chair
William H. Smart	Treasurer/Assistant Secretary
Vera Dordick	Secretary/Assistant Treasurer
Christopher Bombardier	Member
Peter McAnearney	Member
Brian Carr	Member

ABSENT:

None

AGENCY STAFF PRESENT INCLUDED THE FOLLOWING:

Donald Csaposs	Chief Executive Officer
Jessica Montgomery	Administrative Assistant
Christopher C. Canada, Esq.	Agency Counsel

The following resolution was offered by Christopher Bombardier, seconded by Shely Johnston, to wit:

Resolution No. \_\_\_\_\_

**RESOLUTION APPROVING RECORDS POLICIES OF THE TOWN OF  
GUILDERLAND INDUSTRIAL DEVELOPMENT AGENCY.**

WHEREAS, Town of Guilderland Industrial Development Agency (the "Agency") is authorized and empowered by the provisions of Chapter 1030 of 1969 Laws of New York, constituting Title 1 of Article 18-A of the General Municipal Law, Chapter 24 of the Consolidated Laws of New York, as amended (the "Enabling Act") and Chapter 146 of the 1973 Laws of New York, as amended, constituting Section 909-a of said General Municipal Law (said Chapter and the Enabling Act being hereinafter collectively referred to as the "Act") to promote, develop, encourage and assist in the acquiring, constructing, reconstructing, improving, maintaining, equipping and furnishing of industrial, manufacturing, warehousing, commercial, research and recreation facilities, among others, for the purpose of promoting, attracting and developing economically sound commerce and industry to advance the job opportunities, health, general prosperity and economic welfare of the people of the State of New York, to improve their prosperity and standard of living, and to prevent unemployment and economic deterioration; and

WHEREAS, under Section 858 of the Act, the Agency has the power to make certain appointments and approve certain administrative matters; and

WHEREAS, the Agency desires to adopt certain policies related to the records maintained by the agency entitled (A) "Records Retention Policy" (the "Records Retention Policy"), a copy of which is attached hereto as Schedule A, and (B) "Access to Agency Records Policy" (the "FOIL Policy") a copy of which is attached hereto as Schedule B (the Records Retention Policy and the FOIL Policy being collectively referred to hereinafter as the "Records Policies"); and

WHEREAS, the staff of the Agency has reviewed the needs and requirements of the Agency regarding the Records Policies and has worked with Agency counsel to make recommendations to the members of the Agency regarding the Records Policies (collectively, the "Review"); and

WHEREAS, based on the Review, counsel to the Agency prepared drafts of the Records Policies. Copies of such drafts have been presented to the members of the Agency at a public meeting of the Agency meeting and are on file at the office of the Agency; and

WHEREAS, the members of the Agency and staff of the Agency have reviewed the proposed Records Policies with counsel to the Agency; and

WHEREAS, as provided by the Public Authorities Law of the State of New York, and in the Charter of the Governance Committee of the Agency (the "Governance Committee"), the members of the Governance Committee have reviewed the proposed Records Policies and made certain recommendations to the full board of the Agency regarding approving the proposed Records Policies; and

WHEREAS, final drafts of the proposed Records Policies have been presented to the members of the Agency and the members of the Agency have reviewed the final drafts presented at this meeting; and

WHEREAS, the members of the Agency desire to approve the proposed Records Policies;

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE TOWN OF GUILDERLAND INDUSTRIAL DEVELOPMENT AGENCY, AS FOLLOWS:

Section 1. The Agency hereby approves the adoption of the Records Policies, copies of which are attached hereto as Schedule A and Schedule B, respectively.

Section 2. The Agency hereby authorizes the Chair, Vice Chair, and/or the Chief Executive Officer to take all steps necessary to implement the Records Policies.

Section 3. This resolution shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to vote on roll call, which resulted as follows:

Shelly Johnston	VOTING	YES
Daniel A. Centi	VOTING	YES
William H. Smart	VOTING	YES
Vera Dordick	VOTING	YES
Christopher Bombardier	VOTING	YES
Peter McAnearney	VOTING	YES
Brian Carr	VOTING	YES

The resolution was thereupon declared duly adopted.

STATE OF NEW YORK                    )  
  ) SS.:  
COUNTY OF ALBANY                    )

I, the undersigned (Assistant) Secretary of Town of Guilderland Industrial Development Agency (the "Agency"), DO HEREBY CERTIFY that I have compared the foregoing annexed extract of the minutes of the meeting of the members of the Agency, including the resolution contained therein, held on October 28, 2025 with the original thereof on file in my office, and that the same is a true and correct copy of said original and of such resolution contained therein and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that (A) all members of the Agency had due notice of said meeting; (B) said meeting was in all respects duly held; (C) pursuant to Article 7 of the Public Officers Law (the "Open Meetings Law"), said meeting was open to the general public, and due notice of the time and place of said meeting was duly given in accordance with such Open Meetings Law; and (D) there was a quorum of the members of the Agency present throughout said meeting.

I FURTHER CERTIFY that, as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Agency this 28<sup>th</sup> day of October, 2025.

  
\_\_\_\_\_  
(Assistant) Secretary

(SEAL)

SCHEDULE A  
RECORDS RETENTION POLICY

- SEE ATTACHED -

TOWN OF GUILDERLAND INDUSTRIAL DEVELOPMENT AGENCY

RECORDS RETENTION POLICY

SECTION 1. PURPOSE AND SCOPE. The purpose of this Policy is to outline the records retention procedures to be utilized by the Town of Guilderland Industrial Development Agency (the "Agency") which shall, to the extent applicable, comply with the *Records Retention and Schedule MI-1*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law of the State of New York (the "Statute"), and containing legal minimum retention periods for local government records.

SECTION 2. ARTICLE 57-A OF THE STATUTE. In accordance with Article 57-A:

- (A) only those records will be disposed of that are described in *Records Retention and Disposition Schedule MI-1* after they have met the minimum retention periods described therein;
- (B) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

**Schedule MI-1: Economic/Industrial Development**

*1.[137]	Business/industry loan case file, including but not limited to loan application and evaluation, status reports, records of loan payments, tax abatement and exemption records, feasibility studies and correspondence:	PERMANENT
2.[138]	Master summary record (log or register) documenting contacts and inquiries and resulting responses and actions taken by agency personnel:	PERMANENT

**Basic Administrative Records**

1.[129]	Organizational and establishment records, including constitution, bylaws and approval of organization and administration by the Town of Guilderland, Albany County, New York:	PERMANENT
2.[130]	List of members, "enrollment" or equivalent record	PERMANENT
3.[131]	Lists of board members, officers, agents and employees (known as "organization reports")	PERMANENT

**Basic Administrative Records (Continued)**

4.[132]	<b>Election records</b>	
	a. Election Results	<b>PERMANENT</b>
	b. Ballots, nominations, tabulations and other election records	<b>1 year after election</b>
6.[134]	<b>Program or other non-fiscal audit or review conducted by oversight agency</b>	<b>PERMANENT</b>
	a. Report and recommendations	
	b. Background materials and supporting documentation	
*7.[601]	Copies of exempt organization income tax records, including all records generated to assist in filing income tax returns, and copy of filed tax return	<b>PERMANENT</b>

**Meetings/Hearings**

	<b>Official Minutes and hearing transcripts of governing body or board, commission or committee thereof, including all records accepted as part of minutes</b>	<b>PERMANENT</b>
	<b>Meeting files of governing body or board or agency, commission or committee thereof, including agendas, background materials and other records used at meetings:</b>	<b>PERMANENT</b>
	a. Records not accepted as part of the minutes, including agendas, background materials and other records used at meetings:	<b>1 year</b>
	b. Temporary drafts or personal notes that were circulated, reviewed, or used to make decisions or complete transactions:	<b>No longer than needed</b>
	<b>Minutes and meeting files of non-governing bodies, including internal staff committees or teams, inter-agency teams, or entities not covered by the Open Meetings Law, documenting proceedings of meetings, including minutes, agendas, background materials, recordings and other records:</b>	
	a. Documenting significant policy or decision making or significant events, or dealing with legal precedents or significant legal issues:	<b>PERMANENT</b>

	b. Containing routine legal, fiscal or administrative information:	<b>6 years</b>
	c. Of no fiscal, legal or administrative value:	<b>No longer than needed</b>
	External group meeting files, including minutes, agendas, background materials, studies and reports, and other records used by an employee acting in an official capacity with associations, organizations, or other groups that are not part of the local government:	<b>No longer than needed</b>
	Recording of voice conversations, including audio and voice recordings, stenotype or stenographer's notebook and also including verbatim minutes used to produce official minutes and hearing proceedings, report, or other record:	
	Recording of public or other meeting of governing body or board, committee or commission thereof	<b>PERMANENT</b>
	Recording of public hearings held with respect to financial assistance granted by the Agency	<b>PERMANENT</b>
	Other Recordings	<b>No longer than needed</b>

**Fiscal**

	Annual Budget	<b>PERMANENT</b>
	Annual or final fiscal reports	<b>PERMANENT</b>

Adopted: October 28, 2025

**POLICY MEMORANDUM FOR ALL STAFF OF THE  
TOWN OF GUILDERLAND INDUSTRIAL DEVELOPMENT AGENCY**

**SUBJECT:** *Town of Guilderland Industrial Development Agency Records Retention and Disposition Schedule MI-1*

**PURPOSE:** To explain requirements associated with maintaining records, effective \_\_\_\_\_ . This is in effect until revoked or amended.

Once the MI-1 Schedule has been formally adopted valueless records may be disposed of continually as they meet their stated minimum retention periods. Some of the advantages of a program for systematic, legal disposal of obsolete records are that it ensures that records are retained as long as they are actually needed for administrative, fiscal, legal, or research purposes.

Suggestions for systematically approaching the disposition process include the following:

(A) designate a Records Management Officer to coordinate or directly carry out disposition.

(B) Disposition should be carried out regularly, at least once a year. Duplicate copies of records, including copies maintained on different media (paper, electronic, etc.), may be disposed of in accordance with item no. 19 of the General section of this Schedule.

(C) State law does not prescribe the physical means of destruction of most records. For records containing confidential information, disposition should be carried out in a way that ensures that the confidentiality of individuals named in the records is protected.

(D) A record should be kept of the identity, inclusive dates, and approximate quantity of records that are disposed.

(E) The Records Management Officer, or other official who carries out disposition, should describe what has been done to dispose of records during the year in an annual report to the governing body.

For more information contact the New York State Archives, part of the Office of Cultural Education, an office of the New York State Education Department.

**Reminders**

1. Records created before 1910 (even those which have been microfilmed) are not eligible for disposition without written permission from the State Archives.
2. No records may be disposed of unless they are listed on this Schedule, or their disposition is covered by other state laws.
3. Records common to most offices are listed under the General section of the Schedule.
4. Records being used in legal actions must be retained for one year after the legal action ends, or until their scheduled retention period has passed, whichever is longer.
5. Any record listed in this Schedule for which a Freedom of Information (FOIL) request has been received should not be destroyed until that request has been answered and until any potential appeal is made and

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resolved, even if the retention period of the record has passed. See FOIL for information on accessing Agency records.

6. Records being kept beyond the established retention periods for audit and other purposes at the request of state or federal agencies must be retained until the local government receives the audit report, or the need is satisfied.

7. Retention periods on this Schedule apply to one "official" copy designated by the local government, unless otherwise stated.

8. The retention periods listed on this Schedule pertain to the information contained in records, regardless of physical form or characteristic (paper, microfilm, computer disk or tape, or other medium).

9. The State Archives has no legal authority to require local governments to create records where no records exist, even if the records in question are listed on this Schedule.

10. The Budget, Payroll and Purchasing sections are now subsections of the Fiscal section. The Planning and Zoning sections are now subsections of the Building and Property Regulation section. Radiological Health records have been moved from the Environmental Health section to the Public Health section. New sections have been added to cover records of Educational Opportunity Centers and Heritage Areas (Urban Cultural Parks).

11. The State Archives cannot identify all record series with historical significance for individual local governments. Local officials will need to appraise records with nonpermanent retention periods for potential research or historical value before destroying them.

12. Certain records may need to be retained for one year longer than *Schedule MI-1* dictates if those records are subject to the requirements stated in Section 29.2 of *8NYCRR* for health professionals, other than physicians, employed by or associated with local governments.

13. The Local Government Records Law and *Schedule MI-1* do not address confidentiality of records. Confidentiality of records is often dependent upon what information they contain. Local officials should address such questions to the Committee on Open Government, their own counsels, or other state or federal agency having oversight of the records in question.

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SCHEDULE B  
ACCESS TO AGENCY RECORDS POLICY

- SEE ATTACHED -

TOWN OF GUILDERLAND INDUSTRIAL DEVELOPMENT AGENCY

ACCESS TO AGENCY RECORDS POLICY

SECTION 1. PURPOSE AND SCOPE. Article 6 of the Public Officers Law (the "Freedom of Information Law") contains various provisions providing that, with certain exceptions, records maintained by state and local governmental entities are available for public inspection. The purpose of this policy is to set forth procedures to implement the Freedom of Information Law as it applies to records maintained by Town of Guilderland Industrial Development Agency (the "Agency").

SECTION 2. DEFINITIONS. All words and terms used herein and defined in the Freedom of Information Law shall have the meanings assigned to them in the General Municipal Law of the State of New York, unless otherwise defined herein or unless the context or use indicates another meaning or intent. The following words and terms used herein shall have the respective meanings set forth below, unless the context or use indicates another meaning or intent:

"Privacy Law" shall mean the personal privacy protection act, being Article 6-A of the Public Officers Law.

SECTION 3. GENERAL RULE. (A) Maintenance of Records. The Agency shall maintain:

- (1) a record of the final vote of each member in every Agency proceeding;
- (2) a record setting forth the name, public office address, title and salary of every officer or employee of the Agency; and
- (3) a current list, by subject matter, of all records in the possession of the Agency, sufficiently detailed to permit identification of the category of the record sought, whether or not available pursuant to the Freedom of Information Law. This list shall be updated not less than twice per year.

(B) Access to Records. The Agency shall, in accordance with this policy and the regulations of the Committee on Open Government (21 NYCRR Part 1401), furnish to the public the records required by the Freedom of Information Law.

(C) Maintenance of Web Site. The Agency shall, in accordance with this policy and Section 2800 of the Public Authority Law, maintain a website for the posting of agendas, meeting minutes, policies and other materials required by Section 2800 of the Public Authority Law and other applicable law.

(D) No Requirement to Prepare Records. Except as otherwise provided in subsection (A) of this section, nothing in this policy shall be construed to require the Agency to prepare any record not possessed or maintained by the Agency.

SECTION 4. RECORDS ACCESS OFFICER. (A) Designation of Records Access Officer. The Chief Executive Officer of the Agency, or, in their absence, the Chairperson of the Agency, shall be the records access officer of the Agency (the "Records Access Officer"). The business address of the Records Access Officer of the Agency is P. O. Box 339, Guilderland, New York 12084. The designation of the Records Access Officer shall not be construed to prohibit Agency personnel who have in the past been authorized to make records or information available to the public from continuing to do so.

(B) Duties of Records Access Officer. It shall be the duty of the Records Access Officer to respond to public requests for access to records of the Agency. The Records Access Officer will assure that Agency personnel:

- (1) maintain the up-to-date subject matter list required by Section 87(3)(c) of the Public Officers Law;
- (2) assist a person inquiring in identifying requested records, if necessary;
- (3) upon locating the requested records, take one of the following actions pursuant to the procedures set forth herein:
  - (a) make records available for inspection; or
  - (b) deny access to the records in whole or in part and explain in writing the reasons for such action pursuant to Section 6 herein;
- (4) upon payment or offer to pay the fees set forth in Section 8 herein:
  - (a) make a copy available; or
  - (b) permit the person inquiring to copy such records; and
  - (c) upon request, certify that a record is a true copy; and
- (5) upon failure to locate records, certify that:
  - (a) the Agency is not the custodian for such records; or
  - (b) the records of which the Agency is a custodian cannot be found after diligent search.

SECTION 5. INSPECTION OF PUBLIC RECORDS. (A) Location. The location where records of the Agency shall be available for public inspection and copying is: Guilderland Town Hall, 5209 Western Turnpike, Guilderland, New York 12084.

(B) Requests for Public Access to Records. Requests for public access to records of the Agency shall be accepted by the Agency during all hours that the Agency is regularly open for business. Except for State holidays, or during weather or other emergencies, these hours are 9:00 o'clock a.m. through 4:30 o'clock p.m., Monday through Friday. Unless such requirement is waived by the Agency, each request for access to records of the Agency shall be in writing. A sample form of request for Agency records is attached hereto as Appendix A. Such request shall reasonably describe the record or records sought. Whenever possible, a person requesting records should supply information regarding dates, file designations or other information that may help to describe the records sought. The Records Access Officer, in their discretion, may waive compliance with any formality required herein.

(C) Response to Requests. The Agency shall respond to any written request reasonably describing the record or records sought within five (5) business days after receipt. If the Agency does not provide or deny access to the record sought within five (5) business days after receipt of a written request, it shall furnish a written acknowledgment of receipt of the request and a statement of the approximate date when the request will be granted or denied, including, where appropriate, a statement that access to the

record will be determined in accordance with Section 89(5) of the Public Officers Law relative to trade secrets. Failure of the Agency to grant or deny access to records within ten (10) business days after the date of acknowledgment of receipt of a request may be construed as a denial of access and may be appealed as provided in Section 6 herein.

(D) Hours for Public Inspection. Once the Agency has located the requested records, such records shall be open to public inspection at the offices of the Agency at such time or times as shall be determined in an appointment between the requestor and the Records Access Officer.

(E) Hours for Copying. Records may be copied during regular business hours on all business days to the extent possible in view of priority copying requirements involving regular Agency responsibilities.

SECTION 6. DENIAL OF ACCESS TO RECORDS. (A) General Rule. If the Records Access Officer shall decide to deny access to any particular records such denial of access shall be in writing, stating the reason for denial and advising of the right to appeal to the counsel. Failure of the Agency to respond to a request within five (5) business days after receipt, as required by Section 5 herein, shall be deemed a denial of access to the records. The Records Access Officer may deny access to records or portions thereof that:

(1) are exempted from disclosure by the Privacy Law or any other State or Federal statute or judicial decision;

(2) if disclosed, would constitute an unwarranted invasion of personal privacy pursuant to Section 89(2) of the Freedom of Information Law;

(3) if disclosed, would impair present or imminent contract awards or collective bargaining negotiations;

(4) 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) are compiled for law enforcement purposes and which, if disclosed, would interfere with law enforcement investigations or otherwise come within the exemptions of Section 87(2)(e) of the Freedom of Information Law;

(6) are interagency or intra-agency materials which are not:

- (a) statistical or factual tabulations or data;
- (b) instructions to staff that affect the public; or
- (c) final agency policy or determinations; or
- (d) external audits; or

(7) are computer access codes; or

(8) are otherwise exempt pursuant to Section 87(2) of the Freedom of Information Law.

(B) Right to Appeal Denial. Except as provided in Section 89(5) of the Public Officers Law relative to trade secrets, any person denied access to records may appeal within thirty (30) days after receipt of notice of the denial. If the denial is by mail, the 30-day period shall commence to run on the fifth day

following the mailing of notice of denial. The Agency Counsel/Special Counsel of the Agency shall act as appeals officer (the "Agency Appeals Officer") to determine appeals regarding denial of access to records under the Freedom of Information Law. The business address of Agency Counsel/Special Counsel of the Agency is Hodgson Russ LLP, 677 Broadway, Suite 401, Albany, New York 12207.

(C) Time for Decision of Appeal. The Agency Appeals Officer shall within ten (10) business days of the receipt of an appeal, decide such appeal in the manner described in subsection (D) below. The time for deciding an appeal shall commence upon receipt of a written appeal, identifying:

- (1) the date and identification of a request for records, together with a copy of such request;
- (2) the date of denial of access, together with a copy of such denial;
- (3) the records that were denied; and
- (4) the name and return address of the appellant.

(D) Decision on Appeal. The Agency Appeals Officer shall inform the appellant and the Committee on Open Government of their determination, in writing, within ten (10) business days after receipt of an appeal. The appeals officer shall either:

- (1) fully explain the reasons for further denial and inform the person inquiring that the denial is subject to court review as provided for in Article 78 of the Civil Practice Law and Rules; or
- (2) provide access to the record sought.

SECTION 7. TRADE SECRETS. (A) Requests for Exception from Disclosure. A person who submits any information to the Agency may, at the time of submission, request that the Agency except such information from disclosure under Section 87(2)(d) of the Freedom of Information Law. Where the request itself contains information which if disclosed would defeat the purpose for which the exception is sought, such information shall also be excepted from disclosure. The request for an exception shall be in writing and state the reasons why the information should be excepted from disclosure. The person requesting an exception from disclosure herein shall in all proceedings have the burden of proving that the record falls within the provisions of such exception.

(B) Treatment of Records Pending Decision. Information submitted pursuant to paragraph (A) of this section shall be excepted from disclosure and be maintained by the Agency's Chief Executive Officer in a locked drawer, apart from all other records, until fifteen (15) days after the entitlement to such exception has been finally adversely determined or such further time as ordered by a court of competent jurisdiction.

(C) Determination on Request for Exception. On the initiative of the Agency at any time, or upon the request of any person for a record excepted from disclosure herein, the Agency shall:

- (1) inform the person who requested the exception of the Agency's intention to determine whether such exception should be granted or continued;
- (2) permit the person who requested the exception, within ten (10) business days after receipt of notification from the Agency, to submit a written statement of the necessity for the granting or continuation of such exception;

(3) within seven (7) business days after receipt of such written statement, or within seven (7) business days after the expiration of the period prescribed for submission of such statement, issue a written determination granting, continuing or terminating such exception and stating the reasons therefor. Copies of such determination shall be served upon the person, if any, requesting the record, the person who requested the exception, and the Committee on Open Government.

(D) Appeal. A denial of an exception from disclosure under subsection (C) of this section may be appealed by the person submitting the information and a denial of access to the record may be appealed by the person requesting this record in accordance with the following:

(1) within seven (7) business days after receipt of written notice denying the request, the person may file with the Agency Appeals Officer a written appeal from the determination.

(2) The Agency Appeals Officer shall determine the appeal within ten (10) business days after receipt of the appeal. Written notice of the determination containing the reasons therefor shall be served upon the person, if any, requesting the record, the person who requested the exception and the Committee on Open Government.

(E) Article 78. A proceeding to review an adverse determination pursuant to subsection (D) of this section may be commenced pursuant to Article 78 of the Civil Practice Law and Rules, and must be commenced within fifteen (15) days after the service of the written notice containing the adverse determination.

(F) Consent. Nothing in this section shall be construed to deny any person access, pursuant to this section or the Freedom of Information Law, to the record or part excepted from disclosure upon the written consent of the person who had requested the exception.

SECTION 8. FEES. (A) Inspection. There shall be no fee charged for an inspection of records or a search for records pursuant to this section.

(B) Copies. The Records Access Officer of the Agency may provide copies of records without charging a fee. However, as a general rule, the Agency will charge a fee of 25 cents per page for copies of records. In the case of records not capable of being copied on regular Agency facilities, the Agency may, at the option of the person inquiring:

(1) prepare a transcript, in which case there will be a charge for the clerical time involved, in addition to the fee set forth herein; or

(2) reproduce the records using available commercial facilities, in which case the fee will be the actual cost to the Agency.

All such fees must be paid in cash to the Records Access Officer prior to the preparation of any copies.

Adopted: October 28, 2025

APPENDIX A

SAMPLE APPLICATION FOR REQUESTING ACCESS TO AGENCY RECORDS

APPLICATION FOR PUBLIC ACCESS TO RECORDS

Records Access Officer  
Town of Guilderland Industrial Development Agency  
P.O. Box 339  
Guilderland, New York 12084  
[csapossd@togny.org](mailto:csapossd@togny.org)

I hereby apply to inspect the following record:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
representing

\_\_\_\_\_  
mailing address

=====  
For Agency Use Only

- Approved
- Denied (for the reason(s) checked below)
  - Confidential Disclosure       Part of Investigatory Files
  - Unwarranted Invasion of Personal Privacy
  - Record of Which This Agency is Legal Custodian Cannot Be Found
  - Exempted by Statute Other Than the Freedom of Information Act
  - Other (specify) \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

=====  
NOTICE: You have a right to appeal a denial of this application to the Agency Counsel/Special Agency Counsel of the Agency, Hodgson Russ LLP, 677 Broadway, Suite 401, Albany, New York 12207, Attention: Christopher C. Canada, Esq. ([ccanada@hodgesonruss.com](mailto:ccanada@hodgesonruss.com)), who must fully explain the reasons for such denial in writing seven (7) days of receipt of an appeal.

I HEREBY APPEAL:

\_\_\_\_\_  
\_\_\_\_\_