

**Town of Guilford
223 Marble Road
Guilford, NY 13780**

POLICY AND PROCEDURE

PHOTOCOPIES

Policy: It is the policy of the Town of Guilford to provide copies of requested information to the public at a reasonable cost.

Procedure:

1. Copies made in relation to a Foil request will be charged at \$.25 per page.
2. When requests are made for copies of the Town's local laws, the first copy will be given at no cost to the requestor. If additional copies are requested, the fee will be \$.25 per page.
3. Copies made for personal business will be charged \$.25 per page.
4. People requesting photocopies of their tax bills will not be charged.
5. People requesting photocopies of their water bill will not be charged.
6. Photocopies made for Court purposes will not be assessed a fee.
7. Photocopies made for the Assessor will not be assessed a fee.
8. Photocopies made for the Town Clerk files will not be assessed a fee.

Adopted: May 11, 2011