

**Reference:** FINANCE AND ADMINISTRATION  
**Section:** GENERAL  
**Title:** ACCESS TO NFTA RECORDS  
**Policy Number:** 03-01-01  
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## **I. PURPOSE**

The purpose of this policy is to define the records access policy of the Niagara Frontier Transportation Authority and the Niagara Frontier Transit Metro System, Inc. (collectively referred to as "NFTA" or "Authority").

## **II. POLICY**

The New York State Freedom of Information Law and Rules adopted by the Board of Commissioners contain complex provisions regulating public access to the records of the NFTA .

Violations of the applicable provisions governing public access to records can lead to substantial penalties both for refusing access when the applicant may be justifiably entitled to the information or by granting access to information that should otherwise be kept confidential.

Because of the complexity of the law, the importance that can be associated with a request, and the severity of potential penalties, in the event of the failure to comply with the law, the law provides for the appointment of one person on behalf of an agency to deal with all requests.

Any employee who may receive requests of the nature involved here should immediately refer the request to the Chief Financial Officer.

The Chief Financial Officer has been designated as the Records Access Officer and Records Management Officer for the NFTA, along with all the rights, duties and obligations of that post. All inquiries whether written or oral, to inspect or copy records, are to be referred to Records Access Officer.