



WARREN COUNTY LDC RESOLUTION No. 20260129-3

Approval to Adopt New Policy on Financial Information and Cybersecurity Risk Mitigation

Introduced by: Peter McDermott Seconded by: Bob Landry

WHEREAS, the Warren County Local Development Corporation (WCLDC) is a public authority subject to the New York State Public Authorities Accountability Act, the Open Meetings Law, and the Freedom of Information Law (FOIL); and

WHEREAS, the WCLDC is committed to maintaining the highest standards of transparency, accountability, and public access to its financial information and governance practices; and

WHEREAS, advances in artificial intelligence, automated data aggregation, and online criminal activity have created new and significant risks associated with the public posting of detailed financial information in machine-harvestable formats; and

WHEREAS, such risks include the potential misuse of vendor, contractor, and payment data to facilitate fraud, phishing schemes, identity-based financial crime, and other malicious activity directed at public authorities and their partners; and

WHEREAS, the Board of Directors has determined that it is prudent and responsible to modernize the Corporation's online posting practices in a manner that both preserves full transparency and reduces unnecessary exposure to cybersecurity and fraud risk; and

WHEREAS, the Corporation will continue to review full and detailed financial information during open Board meetings that are livestreamed and accessible to the public, and will continue to provide detailed financial records to the public upon request and in compliance with FOIL;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby adopts the **Policy on Financial Information and Cybersecurity Risk Mitigation**, dated 01/29/2026; and

BE IT FURTHER RESOLVED, that the officers of the Corporation are authorized and directed to implement this policy and to ensure that summary financial information is posted online in advance of meetings while detailed financial records remain available for public review through Board meetings and by request; and

BE IT FURTHER RESOLVED, that this policy shall be reviewed periodically by the Board to ensure continued alignment with best practices, evolving cybersecurity threats, and statutory transparency requirements. Members of the Board of Directors voting as indicated below:

Michael Wild	<u>Yes</u> /No/Absent	Robert Landry	<u>Yes</u> /No/Absent
Nathan Etu	Yes/ <u>No</u> /Absent	Nancy Turner	<u>Yes</u> /No/Absent
David Strainer	<u>Yes</u> /No/Absent	Peter McDevitt	<u>Yes</u> /No/Absent

I, Robert Landry Secretary of the Warren County Local Development Corp, (WCLDC) do hereby certify that this resolution was duly adopted by the Board of Directors of said corporation, at a meeting of said Board duly called and held on the January 29, 2026 at which a quorum of said Board was present, and that the same is true and correct of the transcript of said resolution, entered in the regular book of minutes of proceedings of WCLDC.

In witness where, I have hereunto set my hand on the 29th day of January 2026.


Robert Landry – Secretary Warren County LDC



WARREN COUNTY LOCAL DEVELOPMENT CORPORATION
POLICY and PROCEDURES ON FREEDOM OF INFORMATION LAW (FOIL) REQUESTS
Policy No. 13

I. Purpose and Legislative Declaration

The Freedom of Information Law ("FOIL") (Public Officers Law §87 et. Seq.) allows members of the public access to records of government agencies. The law defines "record" as "any information kept, held, filed, produced, or reproduced by, with or for an agency or the State Legislature, in any physical form whatsoever. . ." (Section 86(4)). Records include media types such as tape or voice recordings, microfilm, video, documents, and computer discs. Exemptions include items that may put personal privacy or state or national security at risk or may hinder an open investigation.

III. Designation of Records Access Officer

The Corporation shall designate a Records Access Officer (or "FOIL Officer") to ensure the proper administration of this policy. This officer is responsible for:

- Maintaining a **reasonably detailed current list by subject matter of all records** in the possession of the agency.
- Coordinating the search for and reproduction of requested records.
- Assisting applicants in identifying the records sought.

IV. Procedures for Requesting Records

1. **Written Requests:** All requests to inspect or copy records must be made in **writing via mail to the** Records Access Officer 11 South Street, Suite 201, Glens Falls, NY 12801 or **via email to** ldcfoil@edcwc.org
2. **Description of Records:** The requesting party shall **adequately describe the record sought** and, whenever possible, provide dates, file designations, or other identifying information.
3. **Contact Information:** Applicants should include their phone number, email, and mailing address to facilitate communication.

4. No Obligation to Create Records: FOIL does **not** require the agency to provide advice or create a record that does not already exist. However, if the agency has the ability to retrieve or extract data from a computer system with "reasonable effort," it is required to do so.

V. Agency Response Timeline

- **Initial Response:** Within **five business days** of receiving a written request, the Corporation must either make the record available, deny the request in writing, or furnish a written acknowledgment of receipt with an approximate date for the granting or denial of the request.
- **Delayed Access:** If the agency determines it will grant a request in whole or in part but cannot do so within 20 business days of the acknowledgment, it must state the reason and a **certain date within a reasonable period** when the request will be granted.

VI. Fees for Records

- **Standard Photocopies:** A fee of **\$0.25 per page** may be charged for copies not exceeding 9 by 14 inches.
- **Actual Cost of Reproduction:** For records other than standard photocopies, the fee is based on the **actual cost of reproduction**, which may include the cost of storage devices (e.g., USB drives).
- **Employee Time:** No fee shall be charged for search time or administrative costs unless **at least two hours of agency employee time** is needed to prepare the copy. In such cases, the agency may charge the hourly salary of the lowest-paid employee with the necessary skill to perform the task.

VII. Exemptions from Disclosure

The Corporation may deny access to records or portions thereof that:

- Are **specifically exempted by state or federal statute**.
- Would constitute an **unwarranted invasion of personal privacy** if disclosed.
- Would **impair present or imminent contract awards** or collective bargaining negotiations.
- Are **trade secrets** or would cause substantial injury to the competitive position of a commercial enterprise.
- Are **inter-agency or intra-agency materials** that are not statistical data, instructions to staff affecting the public, or final agency policies/determinations.

VIII. Denials and Appeals

1. **Written Denial:** Any denial of access must be in writing, explaining the reasons for the denial.

2. **Right to Appeal:** Any person denied access to a record may, **within thirty days, appeal in writing** to the head or governing body of the Corporation.

3. **Appeal Decision:** The body designated to hear appeals must, within **ten business days** of receipt, explain in writing the reasons for further denial or provide access to the records. The agency must also forward a copy of the appeal and the ensuing determination to the **Committee on Open Government**.

IX. Maintenance of Public Logs

The Corporation shall maintain and make available for public inspection:

- A record of the **final vote of each member** in every agency proceeding.
- A record setting forth the **name, public office address, title, and salary** of every officer or employee.
- The aforementioned **subject matter list**, updated annually.