

## **TOWN OF SCHROON**

### **PHOTOCOPY POLICY**

**Adopted by the Town Board of the Town of Schroon on November 6, 2025**

#### **PURPOSE**

The Town of Schroon has adopted this policy to establish criteria for public and municipal use photo copies from Town equipment or printers.

#### **SCOPE**

This policy is the standard that applies to all persons requesting copies from the Town

#### **POLICY**

1. Copies may be requested at the Town Clerks office at the Town Hall
  - i. Color Copies – will be \$0.50 per page
  - ii. Black and White copies – will be \$0.25 per page
2. Exceptions
  - i. Copies made in relation to a Foil request will be charged at \$.25 per page.
  - ii. When requests are made for copies of the Town's local laws, the first copy will be given at no cost to the requester. If additional copies are requested, the fee will be \$.25 per page
  - iii. Persons requesting a copy of their tax bills will not be charged.
  - iv. Persons requesting a copy of their water bill will not be charged.
  - v. Photocopies made for Municipal purposes will not be charged a fee

#### **AMENDMENT**

The Town of Schroon reserves the right to amend this policy from time to time by town board resolution.