



**Chautauqua, Cattaraugus, Allegany & Steuben Counties**  
**Southern Tier Extension Railroad Authority**  
Center for Regional Excellence, 4039 Route 219, Suite 200, Salamanca, New York 14779  
TEL (716) 945-5301 FAX (716) 945-5550 TDD (716) 945-5301

"This institution is an equal opportunity organization"

**Terry Everetts, Chairman**  
**Richard Zink, Chief Executive Officer**

**PUBLIC ACCESS TO RECORDS – SUBJECT MATTER LIST**

The following records are general categories of public records maintained by STERA, all of which are available to the public consistent with STERA's Public Access to Records Policy and the NYS Freedom of Information Law. (STERA's Public Access to Records Policy and the NYS Freedom of Information Law may be found at STERA's web site, which is <http://www.ccasstera.org>.)

1. STERA enabling legislation
2. New York State laws applicable to STERA
3. STERA policies
4. STERA financial and other reports
5. STERA board of directors and committee meeting notices/agendas and minutes
6. STERA press releases
7. Contractual agreements
8. General correspondence
9. Map of STERA railroad system
10. Map of NYS railroad system
11. Strategic planning documents with railroad content
12. Project documents, including:
  - Project summary documents or other descriptive documents
  - Project proposals and funding request proposals
  - Project financing agreements (primarily grant documents)
  - Project requests for proposals
  - Project bidder responses to requests for proposals
  - Project bid tally summaries
  - Project consultant and contractor contractual agreements
  - Project reports submitted to funding sources
13. All information and documents currently posted on STERA's web site

STERA attempts to make the public records that are most likely to be requested by the public available without charge at STERA's web site, which is <http://www.ccasstera.org>. This includes many of the documents falling into the above Subject Matter List. The public is encouraged to visit STERA's web site to access (i.e., inspect and obtain copies without charge) information and public records. If you feel that there is a record that STERA maintains that is a public record that should be available to inspect and obtain copies of, which is not available at STERA's web site, or if you would prefer not to obtain records from STERA's web site, please contact STERA's Records Access Officer. The Records Access Officer may be contacted in person, by telephone, or by mail. The address is STERA, Center for Regional Excellence, 4039 Route 219, Suite 200, Salamanca, New York 14779. The telephone number is 716-945-5301. The email address is available from the STERA web site at <http://www.ccasstera.org>.

Please note that STERA's Public Access to Records Policy provides for:

- A procedure for requesting inspection or copies of public records.
- The charging of fees for copies of public records. (Public records may be inspected by the public without charge.)

STERA has adopted a Records Management Program consistent with the requirements of the New York State Authority Budget Office and the New York State Archives. (STERA's Records Management Program may be found at STERA's web site, which is <http://www.ccasstera.org>.) Consistent with this Records Management Program, STERA has adopted the New York State Archives Schedule MI-1, which is consistent with the requirements of the New York State Archives. Schedule MI-1 specifies which records STERA must maintain and which records STERA can dispose of, and when STERA may dispose of records. Schedule MI-1 can be obtained at [http://www.archives.nysed.gov/a/records/mr\\_pub\\_mi1.pdf](http://www.archives.nysed.gov/a/records/mr_pub_mi1.pdf).

Although it is STERA's intent that the above Subject Matter List is a comprehensive list of all public records maintained by STERA, please note that there may other public records that do not fall into the above Subject Matter List, or which STERA unintentionally neglected to include when developing the above Subject Matter List. If you want to inspect or obtain copies of a record that you feel exists that is not listed in the above Subject Matter List, please (a) make an inquiry with the STERA Records Access Officer as to whether such a record exists or (b) make a request of the STERA Records Access Officer to inspect or obtain a copy of such a record.

**This Public Access to Records Policy – Subject Matter List  
was adopted by the Board of Directors  
of the Southern Tier Extension Railroad Authority**

on March 8, 2011  
Date

Thomas M. Barnes  
Name

Corporate Secretary  
Office

March 8, 2011  
Date

**Date of Most Recent Update of this Public Access to Records Policy – Subject Matter List: March 8, 2011**