



Hudson River Valley Greenway

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The Hudson River Valley Greenway (HRVG) is a small state agency without regulatory authority and charged with creating a voluntary regional land use planning compact and creation of a network of trails, including the Empire State Trail system. In addition, Congress, has charged the Greenway with management of the federally designated Maurice D. Hinchey Hudson River Valley National Heritage area. HRVG is committed to transparency and accountability in all aspects of our operation. The following document provides a review of our current policies and procedures as well as our plans to implement additional processes to increase transparency within our agency, within existing budget constraints.

- **Information to the Public:** Hudson River Valley Greenway's websites and social media presence provide avenues to share information with the public. We also provide updates in a monthly e-newsletter that reaches thousands of inboxes. Hudson River Valley Greenway is committed to continuing our efforts to share information with as many people as possible utilizing multiple methods of communication. The Greenway will seek input from ITS who helped design our website for how we may update our language accessibility going forward.
Action: Within ITS capabilities and budget constraints, endeavor to increase multi-lingual translations on our website.
- **Legally Mandated Reporting:** We utilize calendar notifications in Outlook to ensure all legally mandated reports are completed and submitted on schedule. Reports are made accessible to the public via our website.
Action: None required
- **Project Sunlight Database:** Hudson River Valley Greenway staff rarely take meetings which meet the requirements for entry into the Project Sunlight Database. We submit information as applicable in accordance with the Public Integrity Reform Act of 2011.
Action: We will add a link to Project Sunlight from our website.
- **FOIL Request Response Times:** Utilizing the Open FOIL NY web app, Hudson River Valley Greenway acknowledges FOIL requests within five (5) business days of receipt. We then immediately begin the process of reviewing the request and researching responsive documents. Hudson River Valley Greenway consistently completes FOIL requests within twenty (20) business days from the acknowledgement. On the rare occasion that we need additional time, a status update is e-mailed to the requestor with the reason for delay and a new date that they can expect a response. Through the Open FOIL NY app, we can run reports to track when FOIL requests are received, acknowledged, and completed. This allows us to review and ensure that we continue to operate within the required response times.

Action: None required

- **Open Data NY:** Hudson River Valley Greenway has published all required documents on Open Data NY. We will review our most recent published documents to ensure the information posted on Open Data NY is up to date.

Action: We will add a link to Open Data NY from our website.

- **Reducing Record Access Cost:** Hudson River Valley Greenway has been in the process of transitioning to paperless files since 2019. The move to electronic files not only makes it easier to locate files for FOIL requests and improves response times, but it also allows us to retrieve and share most of our records no cost. All records since 2018 have been kept electronically.

Action: None required

- **Records Retention:** We have been working closely with NYS Archives to create an updated Records Retention Schedule specific to our agency's document types, which they approved in December 2019. We are now working through our stored files to either remove and destroy documents which have passed their retention period or prepare records for transfer to NYS Archives, as per the approved Records Retention Schedule.

Action: None required

- **Increased Participation in the Community:** Eighty-five percent of our agency personnel consistently participate in community and/or municipal meetings and events. The Hudson River Valley Greenway conducts quarterly Board Meetings in accordance with NYS Open Meeting Law. Board meeting agendas and meeting minutes are available to the public via our website. The Board of Directors for the Hudson River Valley Greenway Communities Council consists of appointees from the heads of the 12 county area within the Greenway, as well as from the Mayor of NYC. This ensures that there is representation from throughout the Greenway area in Greenway matters. Greenway staff are routinely in touch with community groups throughout the Greenway area and participate in local meetings. The Greenway grant programs put staff in direct contact with local municipalities and community groups and informs them about current activities.

Action: None required