



Rick D. Chandler, P.E.
Commissioner

Issuance #711

EXECUTIVE ORDER 3/15

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TO: Distribution

FROM: Rick D. Chandler, P.E.
Commissioner

DATE: July 30, 2015

**SUBJECT: DESIGNATION OF FOIL RECORDS ACCESS OFFICER,
RECORDS CONTROL OFFICERS AND RECORDS APPEALS
OFFICER**

EFFECTIVE: Immediately

SUPERSEDES: Executive Order #3/12

SPECIFICS:

Pursuant to section 1-02 of Chapter 1 of Title 43 of the Rules of the City of New York, I hereby appoint Angela White as Records Access Officer for the Department of Buildings. She is located in the General Counsel's Office, 280 Broadway, 7 Floor, New York, NY 10007 and may be reached at (212) 393-2096.

Individuals in the following positions, including individuals denominated "Acting" in those positions, or their designees are designated as Records Control Officers for their respective divisions:

Borough Managers - All Boroughs
Manhattan, Bronx, Brooklyn, Queens, Staten Island

Assistant Commissioner of Engineering and Emergency Operations
280 Broadway, 7th Floor

Assistant Commissioner of Administrative Policy and Enforcement
280 Broadway, 5th Floor

Records Control Officers or their designees shall notify Records Access Officers when they directly receive FOIL requests for documents. Upon approval from the Records Access Officer, they shall release the documents upon payment of the appropriate fee. I also hereby appoint Andrew Wallace, as the Department's Records Appeal Officer. Appeals of the Records Access Officer's denial of requests may be made in writing to Andrew Wallace at the General Counsel's Office, 280 Broadway, 7th Floor, New York, NY, 10007.