

FREEDOM OF INFORMATION LAW REQUESTS PURSUANT TO 43 RCNY, SECTION 1-08

Procedures for Requesting or Inspecting Records

- All FOIL requests must be made in writing and should include sufficient identifying information, such as the nature, content, and date of the record. It must reasonably describe the record in compliance with the New York State Freedom of Information Law. No particular form or format is required.
- If you are requesting records that have been sealed, please submit a completed DESIGNATION OF AGENT FOR ACCESS TO SEALED RECORDS PURSUANT TO NYCPL 160.50[1][d]. A link to this form can be found on the previous page.
- If you are requesting records on behalf of another person, please provide a notarized non-medical release signed by that person authorizing you to receive the records on their behalf. Please be advised that the Department of Correction cannot accept a HIPAA or other medical records release form.
- The Department of Correction does not maintain or possess inmate medical records. If you are seeking medical records, please contact:

CHS Medical Records Unit
NYC Department of Health and Mental Hygiene
42-09 28th Street, 10th Floor
Long Island City, New York 11101
Telephone (347) 396-4500
Fax (347) 396-8966

- Records to be disclosed under the New York State Freedom of Information Law can be made available for public inspection and copying upon appointment on weekdays, between the hours of 9:00 a.m. and 4:00 p.m.
- All requests for non-medical records or their inspection should be mailed to:

Laura S. Mello
Records Access Officer
New York City Department of Correction
75-20 Astoria Blvd
East Elmhurst, New York 11370

Procedure for Appeals

If you are denied access to a record in response to a FOIL request, you may appeal the denial in writing to Nadene M. Pinnock, Records Appeal Officer, at the address listed above within thirty (30) days of receiving the FOIL response.

Copying Fees

The fees for copying records are

- a. 25 cents per page, or
- b. actual costs of reproduction