

## FOIL Web Notice

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

#### Procedures for Requesting 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 and reasonably describe the record in compliance with the New York State Freedom of Information Law. No particular form or format is required.

#### Procedures for Inspecting records

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 records and the inspection of records should be mailed to:

Rosa Lugo  
Records Access Officer  
New York City Department of Correction  
Bulova Corporate Center, 3<sup>rd</sup> Floor  
East Elmhurst, New York 11370  
  
Telephone No. 718-546-0950

#### Procedures for Appeals

All appeals of FOIL responses should be mailed to Nadene M. Pinnock, Records Appeal Officer[or Records Access Appeal Officer] at the same 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