



Robert D. LiMandri
Commissioner

Issuance #711


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EXECUTIVE ORDER 3/12

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TO: Distribution

FROM: Robert D. LiMandri
Commissioner 

DATE: October 10, 2012

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

EFFECTIVE: Immediately

SUPERSEDES: Executive Order # 4/10

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, 7th Floor, New York, NY 10007 and may be reached at (212) 566-2899.

Individuals in the following positions or their designees are designated as Records Control Officers for their respective divisions:

- Borough Managers – All Boroughs
Manhattan, Bronx, Brooklyn, Queens, Staten Island
- Executive Director – Cranes and Derricks,
280 Broadway, 7th Floor (212) 566-4698
- Technical Director – Boilers
280 Broadway, 4th Floor, (212) 566-5023
- Director – Elevators
280 Broadway, 4th Floor, (212) 566-4893
- Assistant Commissioner of Engineering and Safety Operations
280 Broadway, 7th Floor, (212) 676-9243
- Assistant Commissioner of Engineering and Emergency Operations
280 Broadway, 7th Floor, (212) 566-3364

Director – Licensing
280 Broadway, 6th Floor, (212) 566-4127 (licensing applications)

Director – Local Law Enforcement Unit,
280 Broadway, 4th Floor, (212) 566-4886

Executive Director/General Counsel – New York City Loft Board
280 Broadway, 3rd Floor, (212) 566-5663

Director, Buildings Analytics Team
280 Broadway, 7th Floor, (212) 566-3508

Director – OTCR
280 Broadway, 7th Floor, (212) 566-3282

Executive Secretary to the Assistant Commissioner of Enforcement
280 Broadway, 5th Floor, (212) 566-4488

Chief Administrative Officer
280 Broadway, 6th Floor, (212) 442-1922

Requests for documents or information from those divisions with designated Records Control Officers should be made directly to the respective Records Control Officer. Records Control Officers shall notify Records Access Officers when they directly receive FOIL requests for documents. Upon approval from the Records Access Officer the Records Control Office shall release the documents upon payment of the appropriate fee.

The Records Control Officers shall also ensure that their staff is responsive in timely manner to requests for documents made by the Records Access Officer.

I also hereby appoint Janine A. Gaylard, Assistant General Counsel, as the Department's Records Appeal Officer. Appeals of the Records Access Officer's denial of request may be made in writing to her at the General Counsel's Office, 280 Broadway, 7th Floor, New York, NY 10007.