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
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.