

SERVICE NOTICE

Changes in Staten Island Records Management Office

Effective immediately, some folders previously stored at the Staten Island Office Record Room will now be located off-site and will require additional time for retrieval.

The following folders will require an off-site search:

- permitted folders inactive for 3 or more years from the date of the last action taken on the application;
- non-permitted folders inactive for 3 or more years from the date of the last action taken on the application;
- all Public Assembly (PA) applications;
- Builder Pavement Plan (BPP) folders in any status other than disapproved;
- all demolition folders in any status other than disapproved; and
- all block and lot folders.

Microfilm will remain on-site at the Staten Island Borough Office.

Requests for record retrieval are made in-person. It will then take a maximum of two (2) weeks for a folder to arrive at the borough office. To inquire about the status of a record request, send an email to SIOffSiteResults@buildings.nyc.gov.

POST UNTIL: December 31, 2019