

## **Freedom of Information Law (FOIL) Requests**

Pursuant to New York State's Freedom of Information Law ("**FOIL**"), members of the public may request access to records maintained by governmental agencies.

Instructions for requesting records from the Governor's Office of Storm Recovery ("**GOSR**") are outlined below. Such requests must be in writing, and may be submitted by U.S. mail, electronic mail, or in-person.

### **Requesting GOSR Records**

In order to enable GOSR to be responsive to your FOIL request, please try to be as specific as possible in describing the record(s) you are seeking, using any identifying information that you may be aware of.

#### By U.S. Mail or In-Person

Requests for records maintained by GOSR can be mailed, or delivered in-person during normal business hours, to the following address:

Governor's Office of Storm Recovery  
25 Beaver Street, 5<sup>th</sup> Floor  
New York, NY 10004  
Attention: Adriane Jackson, Records Access Officer

Please be advised that records may be located in other GOSR offices and must be retrieved and reviewed prior to disclosure. As a result, records will not be immediately available at the time you submit your request.

#### By Electronic Mail

Requests for records can be made by using the "Open Foil NY" Online Request Form found on GOSR's website. Effective June 2016, you may also send your FOIL request electronically to:

[HCRFOIL@NYSHCR.org](mailto:HCRFOIL@NYSHCR.org)

### **Retrieval of GOSR Records**

To the extent practicable, GOSR will respond to e-mailed FOIL requests by attaching the requested records to a return e-mail addressed to the requester. If the requested records will not be e-mailed due to the volume of records sought, you will be advised of any fee that may be required to reproduce the records.

Hard copies of GOSR records may also be mailed to you, upon request. Please note that requests resulting in reproduction of more than five pages of records may incur a fee.

Once you have been notified that the GOSR records you have requested are available and can be disclosed to you, you can also arrange for personal inspection and copying of the records at GOSR's office. To set a date for your inspection, please contact Adriane Jackson, Records Access Officer, at 212-480-4663. Appointments for inspection may be scheduled Monday through Friday, between the hours of 9:00 a.m. and 5:00 p.m.

### **Appeal of GOSR FOIL Denials**

Any person denied access to a record maintained by GOSR may, within 30 days, appeal such denial by writing to GOSR's Records Access Appeals Officer:

Emily Thompson, Acting General Counsel  
25 Beaver Street, 5<sup>th</sup> Floor  
New York, New York 10004.

For more information about the New York State Freedom of Information Law, please visit the [Committee on Open Government](#) website.

For a list, by subject matter, of the types of records maintained by GOSR, please go to: [GOSR Subject Matter List](#)