

## **PROCEDURE FOR REQUESTS FOR CITY PLANNING RECORDS PURSUANT TO THE FREEDOM OF INFORMATION LAW**

1. **Request For Records**: Any request to inspect or copy records kept or held by the Department of City Planning (DCP) shall be made in writing and addressed to the Records Access Officer. The request should reasonably describe the record or records sought and should, whenever possible and as applicable, supply information regarding dates, Borough/Block/Lot, address, street name, CP or ULURP number(s), CEQR number, project name or other information which will enable the Records Access Officer to identify the records sought.

DCP encourages requesters to be as specific as possible in their requests, in terms of dates, subject matter, and nature of records sought. Broadly worded requests for “any and all” records related to a particular subject matter have the potential to implicate hundreds if not thousands of records, including emails, and increase the time needed for DCP to search for and collect all responsive records. In terms of emails, when possible, the specific sender(s) and recipient(s) should be identified. Once responsive records have been collected, the Records Access Officer will email them to the requester, if preferable and if possible. Otherwise, copies will be produced for pick-up, or requesters may elect to come in to inspect the records, first, before copies are produced. Please note that the Freedom of Information Law is not a means to have DCP conduct extensive research into a subject matter, nor is it the appropriate means to obtain answers to questions, unless it is clear from the FOIL request which DCP record(s) would be responsive.

2. **Records Access Officer**: The Records Access Officer for DCP is:

Wendy Niles  
Dept. of City Planning  
120 Broadway, 31<sup>st</sup> Floor New York,  
New York 10271  
Tel: (212) 720-3208  
Fax: (212) 720-3488  
E-mail: FOIL@planning.nyc.gov

3. **Hours and Location for Inspection of Records**: Upon written notification by the Records Access Officer that records are available in response to a request, such records may be inspected at DCP at the above address. Appointments to inspect records should be made with the Records Access Officer 48 hours in advance. In no case may records be removed from agency premises. Copies of any of the inspected records will not be prepared unless and until the associated copying fee (and postage fee, if applicable) has been paid (see below). When possible, the Records Access Officer will scan and e-mail responsive records to the requesting party, for which there is, under normal circumstances, no associated copying fee.

4. **Copying Fee**: The Records Access Officer will inform the requesting party of any fee associated with copying responsive records. Actual cost will be charged for any storage device or media or if more than two hours of an employee’s time is needed or an outside service must be engaged for photocopying or reproduction. Except when a different fee is otherwise prescribed by law, the following fees currently apply:

Copy Medium	Fee per unit (\$)
8"x11" to 9"x14" sheet (black/white)	0.25
8"x11" to 9"x14" sheet (color)	0.50
11"x17" sheet (black/white)	0.90
11"x17" sheet (color)	1.80
3' x 2' sheet	4.40
3' x 3' sheet	6.60
3' x 4' sheet	8.80
3' x 5' sheet	11.00
CD-ROM	1.00
Cassette tape	5.00

The Records Access Officer may request payment of the copying fee (and postage fee, if applicable) before DCP prepares or mails a copy of a record. Otherwise, payment of the copying fee must be made upon pick-up of the copy(ies) at DCP. Appointments to pick up copies should be made with the Records Access Officer 48 hours in advance. Payments must be made through the DCP Bookstore, either in person or mailed or faxed as indicated below:

Dept. of City Planning Bookstore  
120 Broadway, 31<sup>st</sup> Floor  
New York, New York 10271  
Tel: (212) 720-3667  
Fax: (212) 720-3488  
Open Mondays 10:00am to 12:00pm and  
Wednesdays 1:00pm to 3:00pm

5. **Appeal**: When a request for access has been denied in writing in whole or in part by the Records Access Officer, the requesting party may appeal the decision to the appeal officer within 30 days of the denial. An appeal shall be in writing, addressed to the appeal officer, and shall include the date of the request, the date of the denial, the records which were requested, and the name and address of the requesting party.

6. **Appeal Officer**: The appeal officer for DCP is:

Anita W. Laremont, Esq.  
General Counsel  
Dept. of City Planning  
120 Broadway, 31<sup>st</sup> Floor  
New York, New York 10271  
Tel: (212) 720-3400  
Fax: (212) 720-3488