**Freedom of Information Law**

**(“FOIL”) Requests**

Governors Island Corporation d/b/a The Trust for Governors Island (“TGI”) responds to written requests for information under the Freedom of Information Law (“FOIL”).

**Requesting Records**
Please include the following information in your request:

1. Describe the records you are seeking as specifically as possible, including as much of the following as possible: document title, date or approximate date range and any other information that will enable the Records Access Officer to identify the record(s) you are requesting.
2. Include a daytime phone number, in case the Records Access Officer has any questions about your request.

**Sending a Request**

|  |  |
| --- | --- |
| By Mail: | Records Access OfficerJason ColinGovernors Island Corporation d/b/aThe Trust for Governors Island10 South Street, Slip 7New York, New York 10004 |
| By Fax: | 212-480-4320  |
| By Email: | info@govisland.nyc.gov |

**Location and Time of Availability of Records**
Records made available pursuant to FOIL will be available for review and copying, upon appointment, weekdays between 9:30-4:30 at Governors Island, located at 10 South Street, Slip 7, New York, NY 10004.

**Copying Fees**
The fees for copying of records shall be:

1. $0.25 cents per page, or
2. Actual costs of reproduction

**Appeals Officer:**

Marni Friedlander, Esq.,

General Counsel and Records Access Appeals Officer
Governors Island Corporation d/b/a

The Trust for Governors Island

10 South Street, Slip 7

New York, New York 10004

For more information about the Freedom of Information Law visit the website for the Committee on Open Government located at www.dos.ny.gov/ccog.