



Public Affairs Office Request for Records by Email

Fill-in and return this form:

By email to: OGSFoil@ogs.ny.gov

By mail to: Records Access Officer, Public Affairs Office
41st Floor, Corning Tower
Empire State Plaza
Albany, NY 12252

Dear Records Access Officer:

1. I would like to request access to the below described records pursuant to the Freedom of Information Law (FOIL) by the following method, if reasonably possible:

Email

By copying all records onto a CD

Via inspection prior to obtaining copies (during normal business hours)

By providing paper copies

2. The records that I am requesting are (include as much detail about the record as possible, such as relevant dates, names, descriptions, etc.)

3. My contact information for purposes of this FOIL request is as follows:

Email

Phone

Contact me during the hours of:

Mailing Address

4. Name of Requester: