

Greenburgh Housing Authority Records Request Procedure: (FOIL)

New York State's Freedom of Information Law (Public Officers Law §87 et. seq.) is known as "FOIL". FOIL allows members of the public to access non-privileged records of governmental agencies. Anyone can file a FOIL request, seeking to either review and/or copy a GHA record. Requests for access to GHA records must be in writing and mailed or faxed to the following address:

GHA Administration.

Ms. Daniela Gomez, Assistant Director.

9 Maple Street

White Plains, NY 10603

Fax: (914)946-6240

Where the request is limited to an inspection of the records, that inspection is available at no cost to the public. The Records Access Officer will acknowledge receipt of the request and provide the requestor with his/her name, title, and phone number to schedule an appointment at a mutually convenient date and time for the inspection of the record. Appointments are available between the hours of 10:00am and 3:00pm.

Where the requestor seeks copies of GHA records, the Records Access Officer will acknowledge receipt of the request and notify the requestor of the copying cost, which must be paid in advance by check or money order made payable to Greenburgh Housing Authority. Charges are \$.25 per page for all copies.

Records or portions thereof which are privileged or prohibited from disclosure pursuant to FOIL will be redacted or omitted from the documents produced. Whenever documents are withheld from the production, the requestor will be notified of the reason(s) for the redaction(s) and of the procedures to appeal to GHA's Executive Director.

GHA's FOIL Appeal Procedures: Any person denied access to a record may within thirty days appeal in writing to:

Executive Director

Greenburgh Housing Authority

9 Maple Street

White Plains, NY 10603