

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 Officer
Irena Sobko
Governors Island Corporation d/b/a
The Trust for Governors Island
10 South Street, Slip 7
New York, New York 10004

By Email:

foil@govisland.org

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
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.