

# FREEDOM OF INFORMATION LAW 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, email address, and mailing address in case the Records Access Officer has any questions about your request.

## Sending a Request

By Mail:

Records Access Officer  
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](mailto: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:

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 <https://opengovernment.ny.gov/>.