



## Freedom of Information Requests (FOIL)

In accordance with the provisions of Article 6 of the New York State Public Officers Law, commonly known as the New York State Freedom of Information Law (“FOIL”), and the provisions of Section 87(1) of the Public Officers Law.

### Records Available

Most records maintained by the Board of Elections in the City of New York (the “Board”) are available for public access on this website. As such, you may wish to review the Board’s website before filing a FOIL request. All other records, except those exempted from public access by law, shall be available by request and as described below, or for examination and copying in the public review areas of the Board of Elections in the City of New York, 32 Broadway, 7<sup>th</sup> Floor, New York, NY 10004 on all regular business days from 9:30 a.m. until 4:30 p.m. When requested, copies will be made by this agency at a charge of \$ .25 per page.

### How to Request Public Records

The person to whom all requests should be made is the Records Access Officer of the Board of Elections in the City of New York.

Requests for Public Records should include the requestor’s name, postal address, email address (if available), whether the request is made on behalf of the requestor or another entity/organization and the name of the entity, if applicable, a description of the records requested, the time period of the records, the subject matter, the bid number, if applicable, and the format to receive records (electronic or paper copies). This will allow the Records Access Office to more easily locate the records you are seeking. Please note, some requests may involve additional charges.

- Submit requests for Public Records to the FOIL Group via email to [FOIL@boe.nyc](mailto:FOIL@boe.nyc)
- Print the PDF version of the form. Complete and sign, then mail to:

*Records Access Officer  
Board of Elections in the City of New York  
32 Broadway, 7<sup>th</sup> Floor  
New York, NY 10004*

## Response

The Records Access Officer shall respond within five (5) business days.

If more than five (5) business days are required to produce records, an explanation shall be sent within the five (5) business days of the request to the applicant, acknowledging receipt of the request and indicating when a response should be anticipated. If it is known that circumstances prevent disclosure within twenty (20) business days from the date of the acknowledgement, then the Board will provide an date, within a reasonable period of time under the circumstances, for when the request will be granted in whole or part.

## Appeals

Any person denied access to any records of the Board by the Records Access Officer may appeal within thirty (30) days of the denial directly to the FOIL Appeals Officers, who will explain in writing to the person requesting the record the reasons for denial, or provide access to the records sought. The appeal should be addressed to:

*FOIL Appeals Officers  
Board of Elections in the City of New York  
32 Broadway, 7<sup>th</sup> Floor  
New York, NY 10004  
[FOIL@boe.nyc](mailto:FOIL@boe.nyc)*

## The Committee on Open Government

Housed in the NYS Department of State, the Committee is responsible for overseeing and advising with regard to the Freedom of Information Law, the Open Meetings Law and the Personal Privacy Protection Law. For more information, visit <http://www.dos.ny.gov/coog/>.

Updated: February, 2022