



Community College

DARE TO DO MORE

FREEDOM OF INFORMATION LAW NOTICE (FOIL)

Requesting Public Records

Requests for public documents and records maintained by the College may be made either in person, by e-mail or letter, to the Records Access Officer at the following address:

LaGuardia Community College
Maria Cook, Esq.
Records Access Officer
31-10 Thomson Avenue, Room E-512
Long Island City, New York 11101
Phone No: 718 482-5077

Your request must include the following information:

- The title(s) of documents (include as much details as possible)
- Dates
- File descriptions
- Additional information that would be helpful in identifying the document or record
- How you would like to receive the requested information, if it is approved
- A phone number to contact you between 9:00 a.m. and 5:00 p.m., if additional information is needed to process your request

Appeal Upon Denial of a Foil Request

If your request is denied in whole, or in part, we will explain the reason(s) and inform you how you may appeal our decision.

Fees

The cost for photocopying and electronic reproduction is as follows:
Photocopying – up to 25 cents for standard size documents (9 x 14 inches),
or the “actual cost” of reproducing electronic or other records.

Copying & Inspection

Public records are available for copying and inspection Monday – Friday between the hours of 9:00 a.m. and 5:00 p.m. scheduled by the Records Access Officer.

New York State Committee on Open Government

General information on the New York State Freedom of Information Law.

<http://www.dos.state.ny.us/coog/coogwww.html>.