GUIDE ON HOW TO MAKE A FOIL REQUEST

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Contact:
Marjorie Singer, Assistant Vice President and Counsel
msinger@jjay.cuny.edu
(212) 621-3712

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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:

Marjorie Singer  
Assistant Vice President and Counsel  
John Jay College of Criminal Justice  
Room 622T  
899 Tenth Avenue  
New York, NY 10019  
Phone No: 212-237-3712

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 to:

Frederick Schaffer  
Senior Vice Chancellor for Legal Affairs and General Counsel  
The City University of New York  
205 E. 42nd Street  
New York, NY 10017  
Phone No: (212) 794-5506

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