



## FREEDOM OF INFORMATION LAW ("FOIL")

*These instructions are for FOIL requests directed to NYC Health + Hospitals Only.*

### **What is the Freedom of Information Law (FOIL)?**

Article 6, Sections 84 - 90 of the New York State Public Officers Law, also known as the Freedom of Information Law (FOIL), allows members of the public to obtain records of state and local government.

### **How do I make a FOIL request?**

FOIL requests must be made in writing [hhcfoil@nychhc.org](mailto:hhcfoil@nychhc.org). Please be as specific as possible when making your request so that we can identify the records that are responsive to your request.

You may send your FOIL request by mail or email [hhcfoil@nychhc.org](mailto:hhcfoil@nychhc.org). Any requests made by mail should be sent to:

#### **Records Access Officer**

New York City Health + Hospitals  
125 Worth Street, Room 527  
New York, New York 10013

Please include in your letter or e-mail, your name, address, phone number and e-mail address so that we may properly respond to your request.

### **What happens after the agency receives a FOIL request?**

Within five business days after it is received, NYC Health + Hospitals is required to acknowledge receipt of the request and to indicate an approximate date when a determination will be made. If NYC Health + Hospitals determines to grant a request in whole or in part, and if circumstances prevent disclosure to the person requesting the record or records within twenty business days from the date of the acknowledgement of the receipt of the request, NYC Health + Hospitals shall state, in writing, both the reason for the inability to grant the request within twenty business days and a date certain within a reasonable period, depending on the circumstances, when the request will be granted in whole or in part.

### **What records are available?**

All records are available, unless an exception permits an agency to deny access. Most of the exceptions are based upon common sense and the potential for harm that would arise by means of disclosure. If disclosure of records would be damaging to an individual or preclude a government agency from carrying out its duties, it is likely that some aspects of the records may be withheld.

### **What are the fees associated with making a FOIL request?**

If appropriate, we will provide copies of the requested records to you in electronic form by e-mail for no charge. If you would like hard copies of the records, there is a charge of 25¢ per page, which must be paid before the release of the requested records.

#### **New York City Health + Hospitals**

Attn: FOIL  
New York City Health + Hospitals  
125 Worth Street, Room 527  
New York, New York 10013

**What can I do if my request is denied in whole or in part?**

State Law exempts certain records from disclosure. The Records Access Officer may deny your request, in whole, or in part, if it falls under these exemptions. If you disagree with the Records Access Officer's denial of your request, you may appeal by sending a letter to:

**New York City Health + Hospitals**

Attention: FOIL Appeals Officer

125 Worth Street, Room 527

New York, New York 10013