

**STATE OF NEW YORK
DEPARTMENT OF PUBLIC SERVICE
THREE EMPIRE STATE PLAZA, ALBANY, NY 12223-1350
Request Pursuant to the Freedom of Information Law**

Mail to: Records Access Officer, at the above address
E-mail: to recordsaccessofficer@dps.state.ny.us
Fax to: (518) 486-5710 Attn. Records Access Officer

Clearly print or type all appropriate information below.

Name of Requester/Authorized Representative: _____

Address: _____
(Street and No) (City) (State) (Zip)

Phone No: _____ **E-mail Address:** _____

Detailed description of requested records: (Please, be specific.)

Format requested: _____ **Number of pages requested (if known):** _____
(Example: Hardcopy, CD, Word 97-2009 Document, Office Open XML, ODF, or Adobe Acrobat)

By submitting this form, I hereby agree to pay fees associated with the following request.

Fees
As set forth in Public Officers Law Section 87(1)(b)(iii) and (c) and 16 NYCRR 6-1.2, except when a different fee is otherwise prescribed by statute:

- (a) the fee for copies of records from originals 8 1/2" x 11" and 8 1/2" x 15" shall be 25 cents per photocopy and
- (b) the fee for preparing and reproducing any other record shall be the actual cost, which shall include only:
 - (1) an amount equal to the hourly salary attributed to the lowest paid agency employee who has the necessary skill required to prepare a copy of the requested record;
 - (2) the actual cost of the storage devices or media provided to the person making the request in complying with such request; and
 - (3) the actual cost to the agency of engaging an outside professional service to prepare a copy of a record, but only when the agency's information technology equipment is inadequate to prepare a copy, if such service is used to prepare the copy.
- (c) Preparing and reproducing a copy shall not include search time or administrative costs, and no fee shall be charged unless at least two hours of agency employee time is needed to prepare a copy of the record requested.

An additional written statement, from the requester/authorized representative, expressing consent to pay all applicable fees is required for requests expected to cost \$100 or more

Late Fees
Section 18(4) of the State Finance Law (SFL) authorizes charging interest on the outstanding balance of debt and a \$10 late fee (on invoices 60 days past due). Subdivision 5 of that section authorizes a collection fee that may not exceed 22 percent (on invoices 90 days past due). Furthermore, SFL §19 authorizes a charge for returned checks.

Copying fees are not charged to: (1) Federal agencies, New York State agencies (including authorities) or local agencies in New York; (2) other states' Public Service Commissions or Public Utility Commissions; (3) Consumers, or their designated representatives, for a single copy of their case files; or (4) Requesters, where the records sought total fewer than 20 pages; this 20 page limit applies to requests of the same person, or firm, within any 30-day period.

INTERNAL USE ONLY	
<i>(Office of General Counsel)</i>	<i>(Finance and Budget)</i>
Number of pages photocopied: _____	Billing Date: _____
Media costs or other actual costs: _____	Invoice Number: _____
Date filed: _____	Bill Amount: _____
Person taking request: _____	Interest Amount: _____
Person filling order: _____	