
FOIL

By img

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Under the Freedom of Information Law (FOIL), many department records are available for review.

If FOIL is should restrict obtaining

FOIL OFFICE

80 S. Swan St., Suite 900

Albany, NY 12210

(518) 474-3114

E: FOIL@sla.ny.gov

Please be as specific as possible when requesting records, so that we may easily identify which records main

The [Committee on Open Government](#) is responsible for overseeing and advising with regard to the Freedom

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

Fee for Duplication of Records:

The State Liquor Authority charges the statutorily permitted fee of \$.25 per page for duplication of records requested under FOIL (Public Officers Law §87[1][b][iii]). There is no provision in law or regulation for waiver of this fee. Payment must be made to the New York State Liquor Authority by check or money order. Payment should not be submitted until you are notified that your request is granted and informed of the charge for your request.

Inspection of Records:

SLA records are available for inspection at no cost to the public. Copies are available at the statutorily permitted duplication fee of \$.25 per page by check or money order made payable to the New York State Liquor Authority. Requests for inspection must be in writing and addressed to the Records Access Officer via regular or electronic mail or facsimile. The Records Access Officer will acknowledge receipt and provide the requestor with the SLA staff person's name, title, and phone number to schedule an appointment at a mutually convenient date and time for inspection. Records or portions thereof which are prohibited from disclosure pursuant to FOIL will be redacted or omitted; the requestor will be notified of the reason(s) for the redaction(s) and of the procedures to appeal to the FOIL Appeals Officer. Inspection of records are by appointment between the hours of 9:00 AM and 5:00 PM.

FOIL Appeal Procedures:

Any person denied access to a record may within thirty days appeal in writing to:

Thomas Donohue, Appeals Officer

State Liquor Authority

80 S. Swan Street, Suite 900

Albany, NY 12210-8002

