

Albany Parking Authority

25 Orange Street, Albany, NY 12207 | P.O. Box 799, Albany, NY 12201-0799
www.ParkAlbany.com | Phone: 518-434-8886 | Fax: 518-434-0509



Request for Albany Parking Authority Records Through The New York State Freedom of Information Law

Overview

The Freedom of Information Law (“FOIL”), Article 6 (Sections 84-90) of the NYS Public Officers Law, provides the public right to access to records maintained by government agencies with certain exceptions.

Please use this form when requesting Albany Parking Authority records only. For records of other City of Albany entities, please visit the FOIL page of that entity or use the City of Albany’s FOIL Center portal.

Request Records

Mail attached FOIL application to:
Records Access Officer
Albany Parking Authority
25 Orange Street
Albany, NY 12207

E-mail attached FOIL application to: CustomerService@parkalbany.com

Fax attached FOIL application to: (518) 434-0509

FOIL Process

Within five business days of the receipt of a written request for a record reasonably described, we will notify you by either: 1) making such record available; 2) denying such request in writing; or 3) furnishing a written acknowledgment of the receipt of such request.

If the APA is able to acquiesce to the FOIL request, we will provide you with an estimate of when the records you request will be made available. This date is determined by the number of documents you request, their format, their availability, the time it takes to redact any information that cannot be disclosed pursuant to FOIL, the time it takes to assemble the documents, and other factors.

If the records you request require a fee to be paid, you will be notified prior to the records being released to you (if the APA is able to acquiesce to the FOIL request). Once payment is received, we will immediately provide you with the records you requested.

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Unless a different fee is otherwise prescribed by statute, Public Officers Law §87(1) authorizes an agency to charge a fee of 25¢ per copy for copies of records up 9”x 14”, or the actual cost of reproducing a record. In determining the actual cost of producing a record, an agency may include only:

- an amount equal to the hourly salary attributed to the lowest agency paid employee who has the necessary skill required to prepare the requested record(s), if at least two hours of agency employee time is needed to prepare a copy of the record(s) requested;
- the actual cost of the storage devices or media provided to the person making the request in complying with such request; and
- the actual cost to the agency of engaging an outside professional service to prepare a copy of a record, but only when an agency's information technology equipment is inadequate to prepare a copy, if such service is used to prepare the copy.

Helpful Tips

When submitting a FOIL request:

- Be as specific as possible in describing the requested records. Include relevant dates, names, descriptions, etc. Requests can be denied if enough information about the records sought is not provided.
- If records are available, specify how you want them sent, i.e., via US mail, e-mail or fax. We may choose to send the records by U.S. mail, if you have requested a large volume of records, for security or other important reasons. We will notify you of any charge for reproducing such records before they are sent to you.
- Include your e-mail, mailing address and fax number, as well as a telephone number where you can be reached during business hours, if it is necessary to clarify your request.
- Please note that the Authority is not required to create a record in response to a FOIL request if that record does not already exist.

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FOIL APPLICATION FOR PUBLIC ACCESS TO AUTHORITY RECORDS

Date: _____

Agency or Business Name (if applicable)

First Name (print) _____

Last Name (print) _____

Street Address _____

City _____

State _____ ZIP _____

Phone _____ Fax Number _____

Email _____

Short title of requested records: _____

Information provided here helps the agency easily identify and categorize your request.

Description of records sought:

If possible, I request that the aforementioned records be provided in electronic format. If yes, make sure email address is provided above.

_____ Yes _____ No (If No, specify how you would like to receive the requested records aforementioned)

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Please be aware that a cost for paper copies may be incurred. Please refer to attached instructions for cost information. If the records you request require a fee to be paid, you will be notified prior to the records being released to you (if the APA is able to acquiesce to the FOIL request). Once payment is received, we will immediately provide you with the records you requested.

Additional Information:

I am requesting this information for the following reason (may select more than one):

I am an individual seeking information for personal use _____

I am affiliated with an educational or non-commercial scientific institution, and this request is made for a scholarly or scientific purpose _____

I am a representative of, or affiliated with, the news media and this request is made as part of a news gathering effort _____

I am affiliated with a private corporation and am seeking information for use in the company's business for commercial purpose _____

I am affiliated with a private corporation and am seeking information for use in the company's business for non-commercial purpose _____

The foregoing information will be used for statistical purposes.

Signature

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