**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

<mailto:recordsaccessofficer@dps.ny.gov>

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 №) (City) (State) (Zip)**

**Phone №: 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:

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

the fee for preparing and reproducing any other record shall be the actual cost, which shall include only:

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;

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 the agency's information technology equipment is inadequate to prepare a copy, if such service is used to prepare the copy.

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.

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| **INTERNAL USE ONLY** | |
| ***(Office of General Counsel/)*** | ***(Finance and Budget)*** |
| **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:** |  |

Form F-96 (revised 12/12/2011)