

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY RECORDS REQUEST FORM

How to request a record:

Requests for in-person inspection or copying of records may be made to the Secretary of the Port Authority (or designee(s)) in writing, and may be submitted in person, during regular business hours at the Port Authority's main office, at 4 World Trade Center, 150 Greenwich Street, New York, New York 10007.

Whether made in person or as provided below, requests for records must contain sufficient information to enable the Port Authority to identify and locate the particular records sought. Such requests must not be overly broad and must be as detailed as possible and provide, at a minimum, a clear description of the record or type of record being sought.

Requests for inspection or copying of records should be made to the Secretary of the Port Authority (or designee(s)) and may be made in writing and submitted:

- (1) by postal or private delivery, addressed to the Secretary, The Port Authority of New York and New Jersey, at the Port Authority's main office, 4 World Trade Center, 150 Greenwich Street, New York, New York 10007, Attention: FOI Administrator;
- (2) by facsimile, addressed to the Secretary, The Port Authority of New York and New Jersey, at the Port Authority's main office at 4 World Trade Center, 150 Greenwich Street, New York, New York 10007, Attention: FOI Administrator, at the following telephone extension 212-435-7555; or
- (3) by electronic means, such as electronic mail ("e-mail") addressed to the Secretary, The Port Authority of New York and New Jersey, Attention: FOI Administrator, at the following e-mail address pafoi@panynj.gov .

How to appeal a denial of your request:

Any denial of a request for access to records by the Secretary (or designee(s)) may be appealed by the requester to the internal Port Authority Freedom of Information Appeal Office ("Appeal Office") within thirty days of a denial. An appeal may be addressed in the same way as a request, but must be clearly marked as an appeal.

Pursuant to the New York Freedom of Information Law, a requester must first exhaust the appeals process through the Appeal Office before the requester may bring a proceeding for review of any denial of a request for access to records in the courts of the State of New York, in accordance with New York Public Officers Law Section 89(4)(b).

Pursuant to the New Jersey Open Public Records Act, a requester may institute a proceeding to challenge the denial of a request for access to records by the Secretary (or designees), by filing an action in New Jersey Superior Court or a complaint with the Government Records Council, as set forth in Section 47:1A-6 of Title 47 of the New Jersey Statutes, without first filing an appeal with the Appeal Office. If, however, such person elects to file an appeal with the Appeal Office in lieu of first

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY RECORDS REQUEST FORM

proceeding by filing an action in New Jersey Superior Court or a complaint with the Government Records Council, as set forth in Section 47:1A-6 of Title 47 of the New Jersey Statutes, the limitations period applicable to any claim under Section 47:1A-6 arising out of a denial of a request for access to records shall be tolled and suspended until such time as the appeal is denied.

The timeline for deciding an appeal by the Appeal Office shall commence upon receipt of a written appeal identifying:

- (1) the date and location of requests for records; and
- (2) a description, to the extent possible, of the records to which access was denied;

A failure to determine an appeal within ten business days of its receipt by granting access to the records sought or fully explaining the reasons for further denial in writing shall constitute a denial of the appeal.

Fees:

The Port Authority does not currently charge fees for access to public records. Pursuant to the Port Authority Public Records Access Policy, the Secretary may determine whether, and in what amount, fees may be charged for the fulfillment of requests for access to records. Any fee schedule used by the Secretary shall be posted on the Port Authority's website, and for any fee charged thereunder, the Secretary (or designee(s)) shall inform the requester of the estimated fee before the charge is incurred.