

Torres Rojas, Genara

Subject: FW: OPRA Request: Payroll Records

From: Christie Duffy [<mailto:christie.duffy@gmail.com>]

Sent: Saturday, January 03, 2015 2:59 PM

To: Duffy, Daniel; Eastman, Karen

Subject: OPRA Request: Payroll Records

To the Records Custodian:

Please confirm receipt of this request. This is a request under the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., for the following records:

The Port Authority's payroll database for all employees.

Such a database may include: an employee's name, title or position, salary, overtime hours and pay, length of service, date of hire, date of termination, reason for termination, amount and type of pension received, and other employee information.

Please provide copies of the record layout, code sheet and all relevant documentation regarding this data. I am requesting all data fields. If there are any fields that you must withhold by law, please cite this omission in a redaction log.

I would like to receive this data in electronic format. I can accept this data on CD-ROM, via email or FTP.

To avoid problems with data, would you please provide a comma delimited or ASCII text file, a format that can be easily opened by any spreadsheet or database program. I can also accept ASCII text, dbase IV, Microsoft Excel, Microsoft Access and many other formats.

As you're aware, any database program has the ability to easily output data in a variety of formats. And if there is information that is exempt from disclosure, one of the great things about electronic records is that such a field of data can be redacted with a mouse click. Providing data electronically is fast, it's cheap, it saves everyone time.

Please let me know if there is anything I can do to help clarify or expedite this request. I look forward to hearing from you and I appreciate your assistance.

Sincerely,

Christie Duffy
Reporter
WPIX-TV
646-573-3357
Christie.Duffy@gmail.com

THE PORT AUTHORITY OF NY & NJ

FOI Administrator

January 9, 2015

Ms. Christie Duffy
WPIX-TV

Re: Freedom of Information Reference No. 15626

Dear Ms. Duffy:

This is in response to your January 3, 2015 request, which has been processed under the Port Authority's Freedom of Information Code (the "Code", copy attached) for copies of the following records: The Port Authority's payroll database for all employees. Such a database may include: an employee's name, title or position, salary, overtime hours and pay, length of service, date of hire, date of termination, reason for termination, amount and type of pension received, and other employee information. Please provide copies of the record layout, code sheet and all relevant documentation regarding this data. I am requesting all data fields.

Material responsive to your request and available under the Code can be found on the Port Authority's website at <http://www.panynj.gov/corporate-information/employee-payroll-information-2014.cfm> and <http://www.panynj.gov/corporate-information/employee-overtime-hours.html>. Paper copies of the available records are available upon request.

Please refer to the above FOI reference number in any future correspondence relating to your request.

Very truly yours,



Daniel D. Duffy
FOI Administrator

Attachment