

**NEW YORK FREEDOM OF INFORMATION LAW APPEAL  
FROM WHERE A COLLEGE HAS DENIED A REQUEST FOR  
ACCESS TO ITS PUBLIC RECORDS**

You have a right to appeal to the General Counsel and Vice Chancellor for Legal Affairs if the college has not granted your request for access to its public records. To exercise this right you must (I) complete this form and (II) mail this form within thirty days after (A) you receive the denial of your request for access or (B) eight working days have passed since your request for access was received by the college and you have not received either a response to your request or a letter indicating the date by which the college will respond to your request or (C) the date by which the college has advised you it would comply with your request has passed and your request has not been complied with. The form must be mailed to:

General Counsel and Vice Chancellor  
For Legal Affairs  
The City University of New York  
535 East 80<sup>th</sup> Street, 2<sup>nd</sup> Floor  
New York, NY 10021

1. Name: \_\_\_\_\_

2. Address: \_\_\_\_\_

3. Specify the records which you requested and were denied access:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Specify the date you requested access to these records: \_\_\_\_\_

5. Specify the date or the circumstances under which your request for access was denied:

\_\_\_\_\_

6. Specify the name of the person who denied your request for access:

\_\_\_\_\_

7. State all the reasons why you believe your request for access should be granted.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Attach copies of your request and the denial. Additional supporting documents may also be attached.