

NEW YORK CITY HOUSING AUTHORITY

250 BROADWAY • NEW YORK, N.Y. 10007

EMANUEL F. POPOLIZIO  
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Member  
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WRITER'S DIRECT LINE  
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MANUEL E. QUINTANA  
General Counsel  
CHERIE A. GAINES  
Deputy General Counsel  
FRANK GULINO  
Deputy General Counsel

January 7, 1987

Scott A. Rosenberg, Esq.  
Legal Aid Society  
11 Park Place  
New York, New York 10007

Re: McNair v. NYCHA  
Disclosure of Documents

Dear Mr. Rosenberg:

During our meeting on December 22, 1986, we agreed that copies of documents which are relevant to the determination of a public housing applicant's ineligibility and which are disclosable under the McNair decision would be provided, free of charge, to the applicant or his representative. In order to implement this agreement, the Authority has shifted responsibility for responding to requests for documents under McNair from the Authority's Records Access Officer, Norman Parnass, to Raphael Samuel of the Legal Department. Until further notice, requests for documents under McNair should be made by letter to Mr. Samuel and not to Mr. Parnass.

It is imperative that document requests made pursuant to the McNair procedure be clearly labeled as such. If a request is not plainly labeled as a McNair request, it will be treated as a request under the Freedom of Information Law, and a charge will be imposed for the copying of disclosable documents. Please feel free to advise your colleagues in those Legal Aid and Legal Services offices which represent public housing applicants of this change in practice.

Thank you for your cooperation in this matter.

Very truly yours,

*Frank Gulino*

Frank Gulino  
Deputy General Counsel

Release

Your organization's letterhead

I, \_\_\_\_\_ (name of tenant/applicant)

Residing at : \_\_\_\_\_

\_\_\_\_\_

Social Security Number: \_\_\_\_\_

authorize \_\_\_\_\_

**your name and organizational name and address**

to obtain a copy of my New York City Housing Authority application/tenant file.

Dated: \_\_\_\_\_ 1997

\_\_\_\_\_  
Applicant's Signature

**If the applicant has not yet been denied or is a remaining family member send this letter.**

January 21, 1997

Janet Cohren  
New York City Housing Authority  
Freedom of Information Officer  
5 Park Place  
New York, NY 10007

Re: Freedom of Information Request  
Applicant's Name  
Applicant's Social Security Number

Dear Ms. Cohren:

Pursuant to Freedom of Information Law, please produce the application file/housing authority file of **Applicant's Name**. Enclosed find a release signed by **applicant**.

Sincerely,

Your name

enc.

[if the applicant has already been denied send the following letter:]

~~Jerome Weisberger~~  
New York City Housing Authority  
Law Department  
75 Park Place  
New York, NY 10007

Re: McNair v. NYCHA  
Applicant's Name  
Applicant's Social Security Number

Dear Mr. ~~Weisberger~~:

Pursuant to McNair, please produce the applicant file of **applicant's name** without charge. Enclosed find a release signed by **applicant**.

Sincerely,

Your name