

Emailed to Laz Benitez, Laz.Benitez@dos.ny.gov

I am writing on behalf of The New York Times to request access to and an electronic copy of 10 years' of Appearance Enhancement Complaints, from Jan. 1 2004 to the present. Specifically, I am requesting the following items from the database of consumer complaints:

1. Case number
2. Location
3. Respondent's name
4. Description of respondent
5. License number
6. Business name
7. Business license number
8. Type of complaint (unlicensed, sanitation, injury, etc.)
9. Type of service provided
10. Nature of complaint
11. Action sought by the Department of State.
12. Status of complaint

I am also requesting any information on subsequent inspections or fines recorded in the database, along with any other publicly releasable fields of information contained in the data. I also request any data dictionaries, lookup tables or other material required to interpret the data.

Please provide all segregable portions of otherwise exempt material. If any information is redacted, please describe what has been removed and explain why, citing the appropriate statutory exemption(s).

I request that you provide the data in electronic form as a tab-delimited, plain-text (ASCII) file. However, if it would be less burdensome to provide the data in a different electronic format, please contact me to arrange for a mutually agreeable format. I am not requesting any searches or reviews of paper files, only information already held in a database.

I agree to pay any reasonable copying fee of not more than \$100. If the cost would be greater, please notify me and provide a receipt itemizing the charges.

As provided by the open records law, I request your response within five (5) business days. If you choose to deny any part of this request, please provide a written explanation for the denial including a reference to the specific statutory exemption(s) upon which you rely.

If you have any questions about this please call or email me using the contact information below.

Sincerely,

Sarah Cohen

212.556.8027

[sarah.cohen@nytimes.com](mailto:sarah.cohen@nytimes.com)