The New York Times

620 EIGHTH AVENUE
NEW YORK, N.Y. 10018

New York State Department of Labor

[handwritten: ← usually name + contact — this was emailed to the right person.]

July 24, 2014

[handwritten: — NAME THE LAW]

[handwritten: Know the name of the record system]

Pursuant to the state open records law, N.Y. Pub. Off. Law sec. 84 to 90, 91 to 99, I write on behalf of The New York Times to request access to and an electronic copy of the Worker Protection Management System, from 2003 to the present, if available. I am requesting all publicly releasable fields from all tables of the system, including, but not limited to:

[handwritten: List everything you know]

1. Complaints / claims: All information recorded from the Claim for Unpaid Wages and Claim for Unpage Wage Supplement forms, except identifying information about the complainant. This should include the complaint number, any codes for invalid or valid claims, any information on the source of the claim (employee, government action, referral, etc.), claim number, employer name, corporate name, address of main office, responsible persons, kind of business, occupation, establishment address, wages claimed, dates the case was opened and closed, status, office responsible and any other publicly releasable information.

[handwritten: exclude things you know are NOT public]

2. Docket information: All events logged about the case, such as routing, correspondence, investigative actions, orders and/or civil or criminal referrals.

3. Financial information: The amounts claimed, awarded, paid by employer and received by the worker.

I am not requesting any search or copying of paper records regarding investigations and claims. Instead, I am requesting the raw data as it exists in your system, from 2003 or its inception to the present.

[handwritten: make it clear what you are asking them to search & not & not serch]

Please provide the data in electronic form as an ASCII text file or other standard data format, along with any record layout, data dictionary, lookup tables or other material needed to interpret the data.

[handwritten: — Form +]

As provided by the open records law, I request your response within five (5) business days. If you choose to deny my request, please provide a written explanation for the denial including a reference to the specific statutory exemption(s) upon which you rely. Also, please provide all segregable portions of otherwise exempt material.

I'm eager to work with you to make this request as simple and cost-effective as possible and would like to work with your technical staff to streamline the request.

[handwritten: Usually- add section on fees, on redactions $ & how you want to communicate w) them]

Sarah Cohen

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