



NEW YORK CITY DEPARTMENT OF CORRECTION  
Joseph Ponte, Commissioner

Laura S. Mello  
Senior Counsel | FOIL Officer  
75-20 Astoria Boulevard  
East Elmhurst, New York 11370

718-546-0952  
Fax 718-278-6001

July 18, 2014

Greer Donley  
Prison Information Project  
910 Legal Research Building  
University of Michigan Law School  
625 South State Street  
Ann Arbor, MI 48109

Re: FOIL Request

Dear Ms. Donley:

This letter is a final response to your request for records (copy enclosed) pursuant to the New York State Freedom of Information Law. Enclosed please find the grievance program data available that is responsive to your request.

Very truly yours,

A handwritten signature in blue ink that reads "LMello".

Laura S. Mello  
Records Access Officer

Enclosure

24 FEB 2014 12 08

PRISON INFORMATION PROJECT  
prison.info.project@umich.edu

c/o Prof. Margo Schlanger  
910 Legal Research Building  
625 South State Street  
Ann Arbor, Michigan 48109-1215

February 14, 2014

Laura S. Mello  
Records Access Officer  
New York City Department of Correction  
75-20 Astoria Blvd  
East Elmhurst, New York 11370

**RE: Request Related to Prisoner Grievances and Prisoner Correspondence**

Dear Ms. Mello:

We are University of Michigan Law School students conducting a research project (the Prison Information Project) on prisoner grievance and correspondence/publication procedures throughout state prison systems. As part of our project, we are requesting public records from various state departments of corrections. Our request is made under the New York Freedom of Information Law, N.Y. Pub. Off. Law § 84 *et seq.*

The goal of our project is to increase public awareness and enhance the public interest through the collection, analysis, and dissemination of information regarding prisoner grievance procedures and correspondence/publication guidelines. To that end, the Prison Information Project requests the following documents:

Records Requested

1. Any current prisoner handbook or manual (including any inmate orientation handbook or manual), system-wide or institution-specific.
2. All current prisoner grievance regulations, policies, guidelines, manuals, directives, rules, etc., including general grievance policies/guidelines/etc. and specific grievance policies/guidelines/etc. relating to, for example, health care or sexual assault.
  - o By "**grievance**," we mean any grievance or complaint, whether formal or informal, whatever the subject matter.

3. Any records, created or updated from 2003 to the present, tallying or reporting:
  - o The number of grievances filed and resolved each year.
  - o The categories or subject matter of grievances filed and resolved, and number of grievances in each subject matter category used (for instance, grievances related to food, health care, use of force, etc., and including both ordinary and “sensitive” complaints such as those involving allegations of staff misconduct)
  - o Grievance outcomes or resolutions each year, by subject matter category and year.
  - o Statistics or data on length of time to resolve grievances, by subject matter category and year.
    1. We are not requesting individual grievance records. We are only requesting records that summarize, aggregate, or compile grievance data.
4. Any current policy for prisoner mail or correspondence, including regular and legal mail, prisoner receipt of newspapers, magazines, newsletters, and books.

Our preferred form for public records is digital copies (such as Word files or PDFs), sent as email attachments or via fax. However, if records are only available in paper form, or if transferring to a digital form would incur a cost, please let us know.

The Prison Information Project requests a response to these requests within 5 business days. Should you determine that any of the information requested is exempt and will not be disclosed, please provide me with a notification citing the legal authorities on which you rely.

We anticipate that the records we are requesting are readily available and will not require excessive staff time or resources. Because we are conducting this research on behalf of a public university and intend to use the information for educational purposes we are requesting a fee waiver. If you believe the fee waiver does not apply, please notify us before processing this request.

Sincerely,

Greer Donley  
Prison Information Project  
c/o Professor Margo Schlanger  
910 Legal Research Building  
University of Michigan Law School  
625 South State Street  
Ann Arbor, MI 48109  
Tel: 913-707-9969  
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