



## City of Schenectady, New York

**ANDREW B. KOLDIN, ESQ.**  
**CORPORATION COUNSEL**

*Assistant Corporation Counsel*  
William Sanderson, Esq.  
Christopher Marney, Esq

City Hall – 105 Jay Street – Room 201  
Schenectady, New York 12305-1970

*Assistant Corporation Counsel*  
Khadijah Peek

Telephone: (518) 382-5073  
Facsimile: (518) 382-5074

Service Not Accepted by Fax

### HOW TO SUBMIT A FREEDOM OF INFORMATION REQUEST

Visit: [www.cityofscheneectady.com](http://www.cityofscheneectady.com)

Click: ***How do I*** on the top right side of this page.

Locate: **Submit**

Click: ***Foil Request***

**You are now on the Law Department page. At the bottom of the page locate:  
Freedom of Information (FOIL) Details**

Click: ***Access Schenectady FOIL Center/City Archives***

You are now on the **NY FOIL Center Page.**

Click: ***Submit FOIL request***

You will then be on the **LOGIN SCREEN**

**First time users will need to create an account.**

Click: ***Create Account box***

Please retain your email address and password for any future inquiries.

If you should have any questions, please contact: Maryanne McCutcheon 518-382-5073.

**POLE CAMERA FOOTAGE** will need to be requested through Schenectady County District Attorney. [districtattorney@scheneectadycounty.com](mailto:districtattorney@scheneectadycounty.com) 518-388-4364 Peter Willis.

**CALL NOTES (DISPATCHER'S NOTES) AND 911 AUDIO** will need to be requested through Schenectady County. [www.scheneectadycounty.com](http://www.scheneectadycounty.com) 518-388-4280 Alissa Foster