



October 27, 2020

Carm Basile
Chief Executive Officer
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Carmen Maldonado, Audit Director
Office of the State Comptroller
Division of State Government Accountability
59 Maiden Lane
New York, New York 10038

Dear Ms. Maldonado:

I am responding to your audit letter regarding CDTA compliance with Freedom of Information Law (FOIL) requirements. We appreciate the opportunity to work with OSC auditors to review our policies and procedures relative to FOIL. Based on the audit recommendations, we have developed formal procedures regarding FOIL, how we process requests, who is responsible for processing requests, and the time frame in which to do so. We are also training staff responsible for FOIL requests and the back-up staff who may need to fill-in and/or provide assistance with FOIL.

A log for all FOIL requests has been created along with a requirement that we respond to all requests within 5 business days. If more time is required to gather data/information, the request will be granted within 20 days (unless extraordinary circumstances require the date to be pushed out; and the person to whom we are responding is notified). Establishment of a log and formal tracking system will ensure consistency, compliance with required time frames, and completeness in our responses to people looking for information under FOIL.

We are grateful to your staff, both on site and in your office. They were professional and helpful throughout the audit. Please let us know if there is anything else we need to do.

Cordially,

Jayme B. Lahut
Chairman

Copy: Carm Basile, Chief Executive Officer

Jayme B. Lahut
Chairman
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