

Date

Company Name and Address

Re: Freedom of Information Act Request
(Article 6 of the Public Officers Law)

Dear Freedom of Information Officer:

under Article 8, Section 220 N.Y. S. Labor Law, every contractor and sub-contractor employed on a Public Works project shall submit to the Department of Jurisdiction, a transcript of the original payroll records for workers employed on said public works project(s). Every contractor and sub-contractor shall submit to the Department of Jurisdiction, within thirty days after issuance of its first payroll and every thirty days thereafter, a transcript of the original payroll records subscribed and affirmed as true under the penalties of perjury. FURTHERMORE. THE DEPARTMENT OF JURISDICTION SHALL BE REQUIRED TO RECEIVE AND MAINTAIN SUCH PAYROLL RECORDS. The original payrolls or transcripts shall be preserved for three years from the date of completion of the work on the awarded contract. The Department of Jurisdiction, as herein referred to, shall be the contract awarding agency, Department of State, Board or Officer in the State, or Municipal Corporation or Commission or Board, appointed pursuant to law, whose duty it is to prepare or direct the preparation of the plans and specifications for a Public Work project.

I HEREBY REQUEST A COPY OF THE FOLLOWING DOCUMENTS:

1. Copy of all certified payroll records including: the name and address of each employee, his correct work classification, rate of pay, fringe benefit distribution, daily and weekly number of hours worked, deductions made and actual wages paid.
2. Copy of wage determination that is required by law to be posted at the work site.
3. Copies of any and all payments to contractor(s).