Department of Records and Information Services  
FOIL Office  
Room 103  
31 Chambers Street  
New York, NY 10007

July 17, 2018

To Whom It May Concern:

Pursuant to the New York Freedom of Information Law, and acting on behalf of the 501(c)3 non-profit organization Reclaim The Records, I hereby request microfilm copies of the approximately 143 microfilm rolls of the Kings county (Brooklyn) "Old Town" records. These microfilms were originally created by St. Francis College and were given to the New York City Municipal Archives with other materials circa 1988. In a previous FOIL request to your agency that was resolved a few weeks ago, we received a PDF copy of the finding aid to these microfilms from the Archives , to which your agency may refer if needed.

These documents will be made available to the general public, and this request is not being made for commercial purposes. We are going to digitize all the microfilms and put them online for free public use.

Please inform me of the total charges in advance of fulfilling the request.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 5 business days, as the statute requires, as required by law.

Sincerely,

Brooke Schreier Ganz  
President and Founder, Reclaim The Records  
<https://www.reclaimtherecords.org/>

Filed via MuckRock.com  
E-mail (Preferred): [58345-90567227@requests.muckrock.com](mailto:58345-90567227@requests.muckrock.com)  
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For mailed responses, please address (see note):  
MuckRock News  
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PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.