Requests to inspect public records at New York City College of Technology should be made in writing to Gilen Chan, Esq., Special Counsel, Office of the President, Namm Hall 325, 300 Jay Street, Brooklyn NY 11201 or sent electronically to gchan@citytech.cuny.edu. Public records are available for inspection and copying by appointment only at a location to be designated. You have a right to appeal a denial of a request for access to records to the CUNY General Counsel and Vice Chancellor for Legal Affairs. Copies of the CUNY Procedures for Public Access to Public Records Pursuant to Article 6 of the Public Officers Law and the appeal form are available at the Reference Desk of the Library and on the College website.