



CITY OF NEW YORK
CONFLICTS OF INTEREST BOARD

2 Lafayette Street, Suite 1010
New York, New York 10007
(212) 442-1400; (212) 437-0705 (Fax)
www.nyc.gov/ethics
[@NYCCOIB](https://www.instagram.com/nyccoib)
www.instagram.com/nyccoib

October 7, 2021

via email

Elena Sassower
Center for Judicial Accountability
elena@judgewatch.org

Dear Ms. Sassower:

This is in response to your request to the New York City Conflicts of Interest Board (the "Board"), received September 30, 2021, for a copy of "any COIB written protocol for intake and processing complaints."

Attached are three PDFs containing documents responsive to your request: flowcharts of the enforcement process, a chapter explaining the enforcement process from the Board's 2018 Monograph, and a plain language guide summarizing the enforcement process. There are no other public documents responsive to your request. To the extent that any other documents exist within the files of the Conflicts of Interest Board, they would be exempt from disclosure pursuant to Public Officers Law § 87(2)(a), on the grounds that such material is specifically exempted from disclosure by statute, namely, New York City Charter § 2603(k), or pursuant to Public Officers Law § 87(2)(g) on the grounds that such material is inter-agency or intra-agency material. Should you wish to appeal this determination, you must send written notice within thirty days to Carolyn Lisa Miller, Records Appeals Officer, at FOIL@coib.nyc.gov.

Very truly yours,

A handwritten signature in blue ink, appearing to read 'C. Hammer'.

Christopher M. Hammer
Records Access Officer

cc: Carolyn Lisa Miller