

BIENNIAL AGENCY REPORT

INSTRUCTIONS

The Identifying Information Law requires City agencies to submit comprehensive biennial agency reports related to their collection, retention, and disclosure of identifying information and their privacy protection practices.

To complete the 2024 biennial agency report:

- Review Form 2s (APO Designation of Collection and Disclosures as “Routine”) made since the 2022 compliance cycle;
- Review Form 5s (Agency Privacy Officer Approval of Collections and Disclosures on a “Non-Routine” Basis) made since the 2022 compliance cycle;
- Use Forms 2 & 5 to complete Worksheet 1 for all new and existing **collections** between 2022-2024;
- Use Forms 2 & 5 to complete Worksheet 2 for all new and existing **disclosures** between 2022-2024.
- Complete the Biennial Agency Workbook;
- Submit the biennial agency report by **July 31, 2024**.

Submit the biennial agency report to:

- Mayor at MOReports@cityhall.nyc.gov
- City Council Speaker at reports@council.nyc.gov
- Chief Privacy Officer and the Citywide Privacy Protection Committee at ojp@oti.nyc.gov
- Department of Records and Information Services (DORIS) online submission portal at <https://a860-gpp.nyc.gov>

THIS REPORT IS PUBLIC. PREPARERS SHOULD CONSULT AGENCY COUNSEL OR THE CHIEF PRIVACY OFFICER TO ENSURE THE RESPONSES ARE PROVIDED ACCORDING TO APPLICABLE LAW AND CITY POLICY.

VERSION CONTROL

Version	Description of Change	Approver	Date
4.0	New design for ease of use and technological enhancements, and miscellaneous clarifying revisions.	Michael Fitzpatrick Chief Privacy Officer, City of New York	April 2024
3.0	Updated completion date; miscellaneous clarifying revisions.	Aaron Friedman Principal Senior Counsel Office of Information Privacy	April 2022
2.0	Updated completion date; miscellaneous clarifying revisions.	Laura Negrón Chief Privacy Officer, City of New York	April 2020
1.0	First Version	Laura Negrón Chief Privacy Officer, City of New York	April 2018

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**BIENNIAL AGENCY REPORT
(Due on or before July 31, 2024)**

1. Agency: Department of Buildings

2. APO Contact Details
 - a. Name: Juliet Neisser
 - b. Title: Agency Privacy Officer
 - c. Email: dobapo@buildings.nyc.gov
 - d. Telephone: (212) 393-2093

COLLECTIONS

3. How many collections does the agency have to describe?
36

4. **COLLECTIONS.** Upload worksheet 1.



- Proceed to the next page -

5. For all **collections**, select the types of identifying information collected (check all that apply). See [Citywide Privacy Protection Policies and Protocols § 3.1](#).

<input type="checkbox"/> Name <input type="checkbox"/> Social security number (full or last 4 digits)* <input type="checkbox"/> Taxpayer ID number (full or last 4 digits)*	<u>Work-Related Information</u> <input type="checkbox"/> Employer information <input type="checkbox"/> Employment address
<u>Biometric Information</u> <input type="checkbox"/> Fingerprints <input type="checkbox"/> Photographs <input type="checkbox"/> Palm and handprints* <input type="checkbox"/> Retina and iris patterns* <input type="checkbox"/> Facial geometry* <input type="checkbox"/> Gait or movement patterns* <input type="checkbox"/> Voiceprints* <input type="checkbox"/> DNA sequences* <input type="checkbox"/> Height <input type="checkbox"/> Weight	<u>Government Program Information</u> <input type="checkbox"/> Any scheduled appointments with any employee, contractor, or subcontractor <input type="checkbox"/> Any scheduled court appearances <input type="checkbox"/> Eligibility for or receipt of public assistance or City services <input type="checkbox"/> Income tax information <input type="checkbox"/> Motor vehicle information
<u>Contact Information</u> <input type="checkbox"/> Current and/or previous home address <input type="checkbox"/> Email address <input type="checkbox"/> Phone number	<u>Law Enforcement Information</u> <input type="checkbox"/> Arrest record or criminal conviction <input type="checkbox"/> Date and/or time of release from custody of ACS, DOCS, or NYPD <input type="checkbox"/> Information obtained from any surveillance system operated by, for the benefit of, or at the direction of the NYPD
<u>Demographic Information</u> <input type="checkbox"/> Country of origin <input type="checkbox"/> Date of birth* <input type="checkbox"/> Gender identity <input type="checkbox"/> Languages spoken <input type="checkbox"/> Marital or partnership status <input type="checkbox"/> Nationality <input type="checkbox"/> Race <input type="checkbox"/> Religion <input type="checkbox"/> Sexual orientation	<u>Technology-Related Information</u> <input type="checkbox"/> Device identifier including media access control (MAC) address or Internet mobile equipment identity (IMEI)* <input type="checkbox"/> GPS-based location obtained or derived from a device that can be used to track or locate an individual* <input type="checkbox"/> Internet protocol (IP) address* <input type="checkbox"/> Social media account information
<u>Status information</u> <input type="checkbox"/> Citizenship or immigration status <input type="checkbox"/> Employment status <input type="checkbox"/> Status as a victim of domestic violence or sexual assault <input type="checkbox"/> Status as crime victim or witness	
<u>Other Types of Identifying Information</u> (list below): 	
<p>*Type of identifying information designated by the CPO (see CPO Policies & Protocols, §3.1.1).</p>	

DISCLOSURES

6. How many disclosures does the agency have to describe?

35

7. **DISCLOSURES.** Upload worksheet 2.



- Proceed to the next page -

8. For all **disclosures**, select the types of identifying information disclosed (check all that apply).
 See [Citywide Privacy Protection Policies and Protocols § 3.1](#).

<input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Social security number (full or last 4 digits)* <input type="checkbox"/> Taxpayer ID number (full or last 4 digits)*	<u>Work-Related Information</u> <input checked="" type="checkbox"/> Employer information <input checked="" type="checkbox"/> Employment address
<u>Biometric Information</u> <input checked="" type="checkbox"/> Fingerprints <input checked="" type="checkbox"/> Photographs <input type="checkbox"/> Palm and handprints* <input type="checkbox"/> Retina and iris patterns* <input type="checkbox"/> Facial geometry* <input type="checkbox"/> Gait or movement patterns* <input type="checkbox"/> Voiceprints* <input type="checkbox"/> DNA sequences* <input checked="" type="checkbox"/> Height <input type="checkbox"/> Weight	<u>Government Program Information</u> <input checked="" type="checkbox"/> Any scheduled appointments with any employee, contractor, or subcontractor <input checked="" type="checkbox"/> Any scheduled court appearances <input type="checkbox"/> Eligibility for or receipt of public assistance or City services <input checked="" type="checkbox"/> Income tax information <input checked="" type="checkbox"/> Motor vehicle information
<u>Contact Information</u> <input checked="" type="checkbox"/> Current and/or previous home address <input checked="" type="checkbox"/> Email address <input checked="" type="checkbox"/> Phone number	<u>Law Enforcement Information</u> <input checked="" type="checkbox"/> Arrest record or criminal conviction <input type="checkbox"/> Date and/or time of release from custody of ACS, DOCS, or NYPD <input checked="" type="checkbox"/> Information obtained from any surveillance system operated by, for the benefit of, or at the direction of the NYPD
<u>Demographic Information</u> <input checked="" type="checkbox"/> Country of origin <input checked="" type="checkbox"/> Date of birth* <input checked="" type="checkbox"/> Gender identity <input checked="" type="checkbox"/> Languages spoken <input checked="" type="checkbox"/> Marital or partnership status <input checked="" type="checkbox"/> Nationality <input checked="" type="checkbox"/> Race <input checked="" type="checkbox"/> Religion <input checked="" type="checkbox"/> Sexual orientation	<u>Technology-Related Information</u> <input type="checkbox"/> Device identifier including media access control (MAC) address or Internet mobile equipment identity (IMEI)* <input checked="" type="checkbox"/> GPS-based location obtained or derived from a device that can be used to track or locate an individual* <input checked="" type="checkbox"/> Internet protocol (IP) address* <input checked="" type="checkbox"/> Social media account information
<u>Status information</u> <input type="checkbox"/> Citizenship or immigration status <input checked="" type="checkbox"/> Employment status <input type="checkbox"/> Status as a victim of domestic violence or sexual assault <input checked="" type="checkbox"/> Status as crime victim or witness	
<u>Other Types of Identifying Information</u> (list below): Professional license number; Licensee seal with signature; Driver's License; Place of birth.	
*Type of identifying information designated by the CPO (see CPO Policies & Protocols, §3.1.1).	

9. Separate from the Citywide Privacy Protection Policies and Protocols, what are the agency's policies regarding requests for disclosures from other City agencies, local public authorities or local public benefit corporations, and third parties? Please **summarize or upload a copy of the policy**. See *N.Y.C. Admin. Code § 23-1205(a)(1)(c)(1)*.
10. Which divisions of employees within the agency make disclosures of identifying information following the approval of the privacy officer? See *§ N.Y.C Admin. Code § 23-1205(a)(1)(c)(4)*.
11. Which categories of employees within the agency make disclosures of identifying information following the approval of the privacy officer? See *§ N.Y.C Admin. Code § 23-1205(a)(1)(c)(4)*.
12. Do any of the agency's policies address **access** to identifying information by employees, contractors, and subcontractors? See *§ N.Y.C. Admin Code § 23-1205(a)(4)*.
- Yes – **GO TO QUESTION 13**
- No – **GO TO QUESTION 16**
13. Do these policies state that **access** to identifying information must be necessary for the employees, contractors, and subcontractors to perform their duties? See *N.Y.C. Admin Code § 23-1205(a)(4)*.
- Yes – **GO TO QUESTION 14**
- No – **GO TO QUESTION 16**
14. Are these policies implemented so that **access** is limited to the greatest extent possible, but also furthers the purpose or mission of the agency?
- Yes – **GO TO QUESTION 15**
- No – **GO TO QUESTION 16**

15. Describe how **access** is limited to the greatest extent possible while furthering the purpose or mission of the agency.

16. **Summarize or upload** the agency's current policies for handling **proposals for disclosures to other** City agencies, local public authorities, or local public benefit corporations, and third parties. *See N.Y.C Admin Code § 23-1205(a)(1)(c)(2).*

17. **Summarize or upload** the agency's current policies regarding the classification of **disclosures** as necessitated by the existence of **exigent circumstances or as routine**. *See N.Y.C Admin Code § 23-1205(a)(1)(c)(3).*

18. Since 2022, has the agency **considered or implemented**, where applicable, policies that minimize the collection, retention, and disclosure of identifying information to the greatest extent possible while furthering the purpose or mission of the agency? *See N.Y.C Admin Code § 23-1205(a)(3).*

Yes – **GO TO QUESTION 19**

No – **GO TO QUESTION 20**

19. Summarize the policies that the agency has **considered or implemented** regarding data minimization for the collection, retention, and disclosure of identifying information. *See N.Y.C Admin Code § 23-1205(a)(4).*

20. Summarize the agency's use of agreements for any use or disclosure of identifying information. *See N.Y.C Admin Code § 23-1205 (a)(1)(d).*
21. Since 2022, describe the impact of the Identifying Information Law and any other local, state, or federal laws upon your agency's practices in relation to the collection, retention, and disclosure of identifying information (i.e., if such practices would differ in the absence of these laws). The impact can be positive or negative. *See N.Y.C Admin Code § 23-1205(a)(2).*
22. Describe how the current privacy policies and protocols issued by the Chief Privacy Officer, or the guidance issued by the Citywide Privacy Protection Committee affected your agency's practices in relation to the collection, retention, and disclosure of identifying information. The effects can be positive or negative. *See N.Y.C Admin Code § 23-1205(a)(2).*

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APPROVAL SIGNATURE FOR AGENCY REPORT

PREPARER OF AGENCY REPORT

Name: Juliet Neisser
Title: Agency Privacy Officer
Email: dobapo@buildings.nyc.gov
Phone: (212) 393-2093

ELECTRONIC SIGNATURE OF AGENCY HEAD OR DESIGNEE REQUIRED BELOW

Name: James Oddo
Title: Commissioner
Email: joddo@buildings.nyc.gov
Phone: 21213932001

Signature: *James Oddo*
James Oddo (Jul 31, 2024 12:57 EDT)

Date: 07/31/2024

Describe the following types of collections. *Note, you may have multiple collections of the same type.*

COLLECTIONS				
	<i>Type of Collection</i>	<i>Describe the Specific Activity</i>	<i>Classification</i>	<i>Describe the agency purpose or mission served by this Collection.</i>
1	Human Resources and other Personnel Matters	The Human Resources & Employee Experience collects various personnel and employee-related information in the performance of its human resources and administrative functions.	Pre-approved as routine	The division utilizes such information to administer processes, benefits, and support services related to the Department’s staff—all of which are necessary to effectuate the Department’s mission and purpose.
2	Human Resources and other Personnel Matters	Buildings University collects personnel and employee-related information related to employees and employee professional licenses.	Pre-approved as routine	The division utilizes such information for purposes of facilitating trainings, continuing education courses, and other services pertaining to employee development.
3	Legal Matters or Proceeding	The Office of the General Counsel collects information associated with agency employees, regulated buildings, building owners, and RDPs/applicants/licensees/registrants.	Pre-approved as routine	The division collects such information in the performance of its core function as an advisory office for all matters concerning the Department and within the Department’s regulatory jurisdiction. Certain types of identifying information are only collected in limited

				contexts, such as compliance and litigation scenarios—for example, “marital or partnership status” information is used to comply with § 12-110 of the NYC Administrative Code regarding financial disclosures and conflicts of interest; “religion” and similarly sensitive information is used in specific EEO and litigation cases.
4	Legal Matters or Proceeding	The Administrative Policy & Enforcement division collects information associated with RDPs/licensees/registrants, and information related to construction applications & compliance filings.	Pre-approved as routine	The division utilizes such information for purposes of enforcing compliance with NYC Construction Codes, Electrical Code and Zoning Resolution through issuance of violations and prosecution. The division also collects information associated with RDPs/licensees/registrants to investigate licensee and other matters within the Department’s regulatory jurisdiction and to prosecute cases at OATH.
5	Legal Matters or Proceeding	The Loft Board collects information associated with Loft Board alteration,	Pre-approved as routine	The Loft Board collects this information in connection to the core function of regulating

		compliance and tenant statement filings.		the conversion of commercial and manufacturing spaces to safe, rent-stabilized residences that comply with the minimum standards of safety and fire protection.
6	Human Resources and other Personnel Matters	The Internal Affairs and Discipline unit collects various personnel and employee related information, as well as information associated with regulated buildings including owners and tenants. The division also collects information associated with RDP/licensee/registrant applications.	Pre-approved as routine	The division collects such information to identify, investigate, and discipline employees engaged in misconduct, and to oversee the regulation and legalization of IMDs. The division further collects information associated with RDP/licensee/registrant applications for purposes of conducting background investigations and qualification reviews of applicants.
7	Audit	The Risk Management & Audit Compliance unit in connection with audits of the Department by outside entities, collects information associated with agency employees, regulated buildings, building owners, and RDPs/applicants/licensees/registrants	Pre-approved as routine	The division collects such information in the performance of its core function as an auditor for all matters concerning the Department and within the Department's regulatory jurisdiction, including audits by outside agencies.
8	Law Enforcement	The Buildings Special Investigation Unit (BSIU) collects information	Pre-approved as routine	The division collects such information in the

		associated with regulated buildings, construction sites, RDPs/applicants/licensees/registrants, and compliance filings submitted to the Department.		performance of its core function to investigate allegations of misconduct and generate cases from complaints, and as part of its activities as DOB's law enforcement liaison.
9	Public Safety and Health	The Engineering Services division collects information pertaining to construction sites as well as professionals who submit applications or compliance filings. The Structural Engineering Compliance division collects building-related information necessary and collects information associated with inspection reports submitted by building owners and licensees and reviews testing of concrete construction materials. Construction Safety collects information pertaining to construction projects, job applications, buildings permits, and compliance filings submitted to the Department.	Pre-approved as routine	The Engineering and Services division utilizes such information to promote public safety, to enforce compliance with NYC construction Codes, to conduct field inspections, examination of plans, and to review of construction documents filed with the Department. Additionally, they investigate all deaths and serious bodily injury incidents and work with BSIU and DOI on criminal prosecutions. The Structural Engineering Compliance division utilizes such collect information to verify Code compliance and compliance with related laws and rules. The Construction Safety division utilizes such information in order to inspect

				active construction sites to verify code compliance.
10	None of the above	Enforcement Inspections division; Multiple Dwelling Inspections Unit; The Tenant Protection Division; and the Central Inspections division These various divisions listed below collect information, which may include owner names and addresses, for the purpose of enforcing various aspect of the Construction Codes and other laws administered by DOB	Pre-approved as routine	The Enforcement Inspection division utilizes such information to verify and enforce compliance with relevant laws; the Multiple Dwelling Inspections division utilizes such information for purposes of investigating reports of illegal construction activities affecting tenants, in the regulation of construction & trade activities that require licensure, and to conduct investigations of property owners, developers, and contractors to identify illegal construction activities. The Central Inspections division utilizes such information to conduct audits and inspections for the enforcement of relevant laws.
11	Public Safety and Health	The Emergency Services division collects personal information on all DOB employees for reassignment and redeployment to alternative locations during national and citywide emergencies. Emergency Services	Pre-approved as routine	The Emergency Services division utilizes such information for emergency response purposes.

		collects information pertaining to construction projects, job applications, buildings permits, and compliance filings submitted to the Department.		
12	Finance	The Financial Management division collects identifying information pertaining to fiscal accounts and applications submitted to the Department with respect to payments, refunds, waivers, refunds and reductions of civil penalties. The division also collects information related to vendors in the course of establishing and managing contracts.	Pre-approved as routine	The division utilizes such information for purposes of reviewing, making determinations, and processing transactions related to procurement and to the payment of civil penalties assessed by the Department; such contracts management and reconciliation are core functions associated with the Department's regulatory purpose.
13	Compliance	The EEO Office collects various personnel-related information and records associated with employee complaints and requests for reasonable accommodations.	Pre-approved as routine	The EEO Office utilizes such identifying information for purposes of investigating complaints and responding to requests for reasonable accommodations pursuant to applicable laws, regulations, and policies. In this way, the EEO Office performs a core function of the agency by ensuring the Department and

				its employees comply with applicable law.
14	None of the above	Technical Affairs & Code Development collects information pertaining to applications, testing, and review of products and materials categorized as alternative to the NYC Construction Codes. The Code & Zoning Interpretation division collects information pertaining to construction projects, job applications, buildings and construction sites, and permits.	Pre-approved as routine	Technical Affairs & Code Development utilizes such information for purposes of approving testing agencies & laboratories and to review & process applications related to alternative materials and project-specific certifications. Code & Zoning division utilizes such information for purposes of reviewing and advising on code and zoning related matters pertaining to specific construction projects as well as other interpretation questions within the Department's regulatory purview.
15	None of the above	Program Development division collects information pertaining to applications, job applications, buildings and construction sites, permits, and other filings submitted to the department. The Development Inspections division collects information pertaining to approved job applications, construction sites, approved testing and inspection	Pre-approved as routine	Program Development division utilizes such information for purposes of reviewing and advising on code and zoning related matters pertaining to specific construction projects as well as other interpretation questions within the Department's regulatory purview. Development Inspections utilizes such

		agencies, permits, and other filings submitted to the Department.		information for purposes of conducting inspections on permitted construction jobs to determine conformity with approved plans and applicable construction, electrical, and plumbing codes.
16	Technology	The Business Support Services division collects information for purposes of deploying operational strategies and solutions throughout the Department.	Pre-approved as routine	The Business Support Services division for purposes of implementing process improvements, streamlining operations, improving customer service, and enhancing productivity regarding the Department's regulatory functions and customer service processes.
17	Technology	The Information Technology (IT) division utilizes records and information containing identifying information collected by other Department Divisions & Units for purposes of supporting, researching, and maintaining the Department's BIS and DOB NOW databases.	Pre-approved as routine	IT also uses personnel information to perform the core function of maintaining the Department's IT infrastructure, managing the Agency's network and servers, and providing technical support for all Agency-authorized hardware & software.
18	Client or Customer Service	The Customer Service division collects various types of identifying	Pre-approved as routine	The Customer Service division utilizes such information for purposes of assisting

		information associated with the business of the Department.		customers with inquiries and to facilitate Department services by performing data entry, checking application & filing information, and answering customer questions regarding the Department's purpose, programs, and processes.
19	None of the above	The Central Development Programs division collects information pertaining to construction applications, permits, and other filings submitted to the Department. The Development Hub division collects information pertaining to construction applications, permits, and other filings submitted to the Department. The Plan Examination division collects information pertaining to construction applications, permits, and compliance filings submitted to the Department.	Pre-approved as routine	The Central Development Programs division utilizes such information for purposes of reviewing application materials, issuing job approvals and permits, and conducting audits. The Development Hub division utilizes such information for purposes of reviewing application materials and issuing zoning and code determinations. The Plan Examination division utilizes such information for purposes of conducting plan examinations, reviewing application materials, issuing job approvals and permits, and processing job payments.
20	Client or Customer Service	The Community Engagement & Programming division and the	Pre-approved as routine	The Community Engagement & Programming division utilizes

		Intergovernmental Affairs division collect information associated with regulated buildings, construction sites, RDPs/applicants/licensees/registrants, and compliance filings submitted to the Department.		such information in the performance of its core function to liaise with community, civic, and industry stakeholders to resolve matters within the Department’s regulatory purview. The Intergovernmental Affairs division utilizes such information in the performance of its core function to liaise with elected officials, government agencies, and civic & industry stakeholders to resolve matters within the Department’s regulatory purview.
21	Client or Customer Service	The Correspondence unit collects information associated with regulated buildings, construction sites, RDPs/applicants/licensees/registrants, and compliance filings submitted to the Department.	Pre-approved as routine	The Correspondence unit utilizes such information in the performance of its core function to respond to correspondence pertaining to the Department’s regulatory purview.
22	Client or Customer Service	Marketing & Special Events division collects contact information of industry members for participation in focus group to better create targeted	Pre-approved as routine	The Marketing & Special Events division utilizes such information to develop and implement marketing

		<p>messaging. The Multimedia & Photography unit collects information for purposes of producing multimedia and photography associated with DOB events, initiatives, and operations— for instance, by producing photographs with captions containing employee names and titles. The Publications unit collects information pertinent to the functions and initiatives of the Department and its Divisions for purposes of publishing information that furthers the mission and purpose of the agency.</p>		<p>programs aimed at boosting awareness of DOB safety compliance through initiatives that are designed to be strategically responsive to changes in demographics and technology. The Multimedia & Photography division utilizes such information to further in furtherance of documenting in multimedia formats various happenings concerning the Department, its operations, and employees. The Publications unit utilizes such information to perform its core function of producing publications such as press briefings and weather advisories that inform DOB employees, the public, and the press of occurrences pertinent to the business of the Department.</p>
23	Client or Customer Service	Media Relations & Press division collects information associated with filings submitted to the Department and public information published by media & news outlets pertaining to	Pre-approved as routine	The Media Relations & Press division utilizes such information to perform a core function of the Department by distributing information to the

		<p>the Department and its operations. Media Relations & Press division occasionally collects the names and phone numbers of tenants and building occupants, who are requesting from the Department a tenant safety inspection of their buildings. This information is provided to Media Relations and Press by news reporters and are given with the tenants' permission.</p>		<p>public and press that furthers the Department's mission and purpose. The Media Relations & Press division collects contact information of tenants solely in order for DOB inspectors to schedule an inspection and help facilitate access into the building. This information is only used to support the work of the Enforcement Bureau and their mission to promote tenant safety.</p>
24	None of the above	<p>The Borough Operations division collects information pertaining to construction applications, permits, and compliance filings submitted to the Department.</p>	Pre-approved as routine	<p>The Borough Operations division utilizes such information for purposes of reviewing application materials, issuing job approvals and permits, and processing job payments.</p>
25	None of the above	<p>The Licensing Exam Unit collects various types of identifying information associated with the business of the Department for purposes of assisting applicants, registrants and licensees with inquiries.</p>	Pre-approved as routine	<p>The Licensing Exam Unit utilizes such information to facilitate Department licensing by performing data entry, reviewing license application & filing information, and answering applicant and license holder questions regarding the Department's</p>

				license programs, and processes.
26	None of the above	The Office of Building Energy and Emissions Performance (OBEEP) collects information associated with job applications, permits, and compliance filings submitted to the Department. The OBEEP unit also collects information associated with the applications for the Building Energy and Emissions Advisory Board and Working Group members. The Energy Code unit collects information associated with job applications, permits, and compliance filings submitted to the Department.	Pre-approved as routine	The OBEEP unit utilizes such information for purposes of identifying noncompliance and enforcing compliance with local laws, and the rules of the Department, as part of its core function to review job applications submitted to the Department for compliance with the Energy Code and other sustainability-related code provisions within the regulatory purview of the Department.
27	Environment	The Policy and Legal unit, and the Outreach & Assistance Unit in the Sustainability Bureau collect information associated with building owners, building energy usage and building carbon exceedance in accordance with Local Law 97.	Pre-approved as routine	The Policy & Legal unit utilizes such information for purpose of determining compliance with Local Law 97. The Outreach & Assistance unit also utilizes such information for the purpose of determining compliance with Local Law 97.

28	Records Management	The Asset Management Unit collects various personnel and employee-related information to manage the Department's equipment, facilities, fleet, and associated transactions.	Pre-approved as routine	The Asset Management unit utilizes such information to manage the Agency's property & the material resources—all of which are necessary to effectuate the Department's mission and purpose. Certain types of identifying information are only collected in limited contexts. Also, in some instances where identifying information is collected, such information is submitted to the Department but is not expressly requested by the Department.
29	None of the above	Upon the implementation date, 6/15/18, of Local Laws 247/17 and 245/17, ("Identifying Information Law") DOB's APO designated as routine the collections, disclosures and retention ("CDR") of Identifying Information ("PII") that were already ongoing at that time made during the normal course of Department business that further the Department's mission and purpose, including pre-approving CDR as routine if such CDR was a regular part of a DOB employee(s)/unit(s)' regular	Pre-approved as routine	These collections are made as part of the Department's ongoing normal course of business, necessary for the Department to fulfill its jurisdictional purposes

		job duties, because job duties are designed to further the purposes and mission of DOB.		
30	Client or Customer Service	Collection by the DOB Intergovernmental Affairs Unit of contact information of those who contact that office.	Pre-approved as routine	This contact information is collected in the interest of good customer service
31	Client or Customer Service	Collection by the DOB Office of Tenant Advocacy of contact information of those who contact that office.	Pre-approved as routine	This contact information is collected in the interest of good customer service
32	Public Safety and Health	Collection by DOB, in its role as Flood Plain Administrator, of policyholder and claim information	Pre-approved as routine	To assist in floodplain management and to conduct research and analysis to assist in hazard mitigation.

33	None of the above	Collection via a database in order to implement Local Law 196 of 2017 in to track and maintain site safety training cards (“SST cards”) and related data.	Pre-approved as routine	This collection allows course providers to log safety credentials into a system that can then be accessed by employers who hire credentialed workers in order to comply with the law. The system also allows DOB to track which trainers and course providers are responsible for each credential so that credentials can be revoked when a trainer or course provider’s approval is revoked, enabling notification to SST card holders. This furthers the mission of the agency, because DOB is responsible for issuance of SST cards
34	None of the above	The data is the information from SBS on the applications and supporting documents submitted by <i>Stat Fire Sprinkler</i> to a MWBE Certified Firm in connection with requested certification. This furthers DOB’s mission of checking license applicant background in the interests of public safety.	Approved by the APO on a case-by-case basis	This furthers DOB’s mission of checking license applicant background in the interests of public safety.

35	None of the above	The data is property owners' names and business numbers and other data related to HPD heat sensor data and heat violations	Pre-approved as routine	Data is used in connection with DOB's inspections of buildings in connection with possible boiler violations. Note: This data collection was pre-approved as routine in 2023. Previously this data collection, in 2022, had been approved on a one-time basis.
36	Environment	The data provided by DHCR indicates whether buildings contain rent-stabilized dwelling units and if a building exceeds a 35% rent-regulated dwelling threshold.	Pre-approved as routine	This data is used by DOB in connection with legal requirements of Local Law 97, which pertains to Sustainability.

Please add additional rows, if needed

Describe the following types of disclosures. *Note, you may have multiple disclosures of the same type.*

DISCLOSURES					
	Type of Disclosure	Describe the Specific Activity	Classification	Describe the agency purpose or mission served by this Disclosure.	Was this disclosure made pursuant to an external request?
1	Human Resources and other Personnel Matters	The Human Resources & Employee Experience discloses various personnel and employee-related information in the performance of its human resources and administrative functions.	Pre-approved as routine	The division discloses such information to administer processes, benefits, and support services related to the Department’s staff—all of which are necessary to effectuate the Department’s mission and purpose.	No
2	Human Resources and other Personnel Matters	Buildings University discloses personnel and employee-related information related to employees and employee professional licenses.	Pre-approved as routine	The division discloses such information for purposes of facilitating trainings, continuing education courses, and other services pertaining to employee development.	No
3	Legal Matters or Proceeding	The Office of the General Counsel discloses information associated with agency employees, regulated buildings, building owners, and RDPs/applicants/licensees/registrants.	Pre-approved as routine	The division discloses such information in the performance of its core function as an advisory office for all matters concerning the Department and within	No

				the Department's regulatory jurisdiction.	
4	Legal Matters or Proceeding	The Administrative Policy & Enforcement division discloses information associated with RDPs/licensees/registrants, and information related to construction applications & compliance filings.	Pre-approved as routine	The division discloses such information for purposes of enforcing compliance with NYC Construction Codes, Electrical Code and Zoning Resolution through issuance of violations and prosecution at OATH. The division also discloses information associated with RDPs/licensees/registrants to investigate licensee and other matters within the Department's regulatory jurisdiction and to prosecute cases at OATH.	No
5	Legal Matters or Proceeding	The Loft Board discloses information associated with Loft Board alteration, compliance and tenant statement filings.	Pre-approved as routine	The division discloses such information for purposes of enforcing compliance with NYC Construction Codes, Electrical Code and Zoning Resolution through issuance of violations and prosecution.	No
6	Human Resources and other Personnel Matters	The Internal Affairs and Discipline unit discloses various personnel and employee related information, as well as information associated with	Pre-approved as routine	The division discloses such information to identify, investigate, and discipline employees engaged in	No

		regulated buildings including owners and tenants. The division also discloses information associated with RDP/licensee/registrant applications.		misconduct, and to oversee the regulation and legalization of IMDs. The division discloses such information associated with RDP/licensee/registrant applications for purposes of conducting background investigations and qualification reviews of applicants.	
7	Audit	The Risk Management & Audit Compliance unit discloses information associated with agency employees, regulated buildings, building owners, and RDPs/applicants/licensees/registrants	Pre-approved as routine	The division discloses such information in the performance of its core function as an auditor for all matters concerning the Department and within the Department's regulatory jurisdiction, including audits by outside agencies.	No
8	Law Enforcement	The Buildings Special Investigation Unit (BSIU) discloses information associated with regulated buildings, construction sites, RDPs/applicants/licensees/registrants, and compliance filings submitted to the Department.	Pre-approved as routine	The division discloses such information in the performance of its core function to investigate allegations of misconduct and generate cases from complaints, and as part of its activities as DOB's law enforcement liaison.	No

9	Public Safety and Health	The Engineering Services division discloses information pertaining to construction sites as well as professionals who submit applications or compliance filings. The Structural Engineering Compliance division discloses building-related information necessary. Construction Safety discloses information pertaining to construction projects, job applications, buildings permits, and compliance filings submitted to the Department.	Pre-approved as routine	The Engineering and Services division utilizes such information to promote public safety, to enforce compliance with NYC construction Codes, to conduct field inspections, examination of plans, and to review of construction documents filed with the Department. Additionally, they investigate all deaths and serious bodily injury incidents and work with BSIU and DOI on criminal prosecutions. The Structural Engineering Compliance division discloses such information in connection with compliance with applicable law, code, rules, and regulations. The Construction Safety division utilizes such information in order to inspect active construction sites to verify code compliance.	No
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10	None of the above	The divisions listed below provide information, which may include owner names and addresses, for the purpose of enforcing various aspect of the Construction Codes and other laws administered by DOB: Enforcement Inspections division; Multiple Dwelling Inspections Unit; The Tenant Protection Division; and the Central Inspections division.	Pre-approved as routine	The Enforcement Inspection division discloses such information to verify and enforce compliance with NYC Construction Codes, DOB rules and regulations, and other applicable laws. The Multiple Dwelling Inspections division discloses such information for purposes of investigating reports of illegal construction activities affecting tenants, in the regulation of construction & trade activities that require licensure, and to conduct investigations of property owners, developers, and contractors to identify illegal construction activities. The Central Inspections division discloses such information to conduct audits and inspections for the enforcement of building and construction codes, as well as other rules and	No
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				regulations to promote public safety, and in connection with its work the check compliance with applicable laws, code, rules and regulations.	
11	Public Safety and Health	Emergency Services discloses information pertaining to construction projects, job applications, buildings permits, and compliance filings submitted to the Department.	Pre-approved as routine	The Emergency Services division discloses such information for emergency response purposes.	No
12	Finance	The Financial Management division discloses identifying information pertaining to fiscal accounts and applications submitted to the Department with respect to payments, refunds, waivers, refunds and reductions of civil penalties.	Pre-approved as routine	The division discloses such information for purposes of reviewing, making determinations, and processing transactions related to procurement and to the payment of civil penalties assessed by the Department; such contracts management and reconciliation are core functions associated with the Department's regulatory purpose.	No
13	None of the above	Technical Affairs & Code Development discloses information pertaining to applications, testing, and review of products and materials categorized as alternative to the NYC Construction Codes. The Code & Zoning	Pre-approved as routine	Technical Affairs & Code Development discloses such information for purposes of approving testing agencies & laboratories and to review	No

		Interpretation division discloses information pertaining to construction projects, job applications, buildings and construction sites, and permits.		& process applications related to alternative materials and project-specific certifications. Code & Zoning division discloses such information for purposes of reviewing and advising on code and zoning related matters pertaining to specific construction projects as well as other interpretation questions within the Department's regulatory purview.	
14	None of the above	Program Development division discloses information pertaining to applications, job applications, buildings and construction sites, permits, and other filings submitted to the department. The Development Inspections division discloses information pertaining to approved job applications, construction sites, approved testing and inspection agencies, permits, and other filings submitted to the Department.	Pre-approved as routine	Program Development division discloses such information for purposes of reviewing and advising on code and zoning related matters pertaining to specific construction projects as well as other interpretation questions within the Department's regulatory purview. Development Inspections discloses such information for purposes of conducting inspections on permitted construction	No

				jobs to determine conformity with approved plans and applicable construction, electrical, and plumbing codes.	
15	Technology	The Business Support Services division discloses information for purposes of deploying operational strategies and solutions throughout the Department.	Pre-approved as routine	The Business Support Services division discloses such information for purposes of implementing process improvements, streamlining operations, improving customer service, and enhancing productivity regarding the Department's regulatory functions and customer service processes.	No
16	Technology	The Information Technology (IT) division discloses records and information containing identifying information collected by other Department Divisions & Units for purposes of supporting, researching, and maintaining the Department's BIS and DOB NOW databases.	Pre-approved as routine	IT also discloses personnel information to perform the core function of maintaining the Department's IT infrastructure, managing the Agency's network and servers, and providing technical support for all Agency-authorized hardware & software.	No
17	Client or Customer Service	The Customer Service division discloses various types of identifying	Pre-approved as routine	The Customer Service division discloses such information for purposes	No

		information associated with the business of the Department.		of assisting customers with inquiries and to facilitate Department services by performing data entry, checking application & filing information, and answering customer questions regarding the Department's purpose, programs, and processes.	
18	None of the above	The Central Development Programs division discloses information pertaining to construction applications, permits, and other filings submitted to the Department. The Development Hub division discloses information pertaining to construction applications, permits, and other filings submitted to the Department. The Plan Examination division discloses information pertaining to construction applications, permits, and compliance filings submitted to the Department.	Pre-approved as routine	The Central Development Programs division discloses such information for purposes of reviewing application materials, issuing job approvals and permits, and conducting audits. The Development Hub division discloses such information for purposes of reviewing application materials and issuing zoning and code determinations. The Plan Examination division discloses such information for purposes of conducting plan examinations, reviewing application materials,	No

				issuing job approvals and permits, and processing job payments.	
19	Client or Customer Service	The Community Engagement & Programming division and the Intergovernmental Affairs division disclose information associated with regulated buildings, construction sites, RDPs/applicants/licensees/registrants, and compliance filings submitted to the Department.	Pre-approved as routine	The Community Engagement & Programming division discloses such information in the performance of its core function to liaise with community, civic, and industry stakeholders to resolve matters within the Department's regulatory purview. The Intergovernmental Affairs division discloses such information in the performance of its core function to liaise with elected officials, government agencies, and civic & industry stakeholders to resolve matters within the Department's regulatory purview.	No
20	Client or Customer Service	The Correspondence unit discloses information associated with regulated buildings, construction sites, RDPs/applicants/licensees/registrants,	Pre-approved as routine	The Correspondence unit discloses such information in the performance of its core function to respond to correspondence	No

		and compliance filings submitted to the Department.		pertaining to the Department’s regulatory purview.	
21	Client or Customer Service	Marketing & Special Events division discloses contact information of industry members for participation in focus group to better create targeted messaging. The Multimedia & Photography unit discloses information for purposes of producing multimedia and photography associated with DOB events, initiatives, and operations—for instance, by producing photographs with captions containing employee names and titles. The Publications unit discloses information pertinent to the functions and initiatives of the Department and its Divisions for purposes of publishing information that furthers the mission and purpose of the agency.	Pre-approved as routine	The Marketing & Special Events division discloses such information to develop and implement marketing programs aimed at boosting awareness of DOB safety compliance through initiatives that are designed to be strategically responsive to changes in demographics and technology. The Multimedia & Photography division discloses such information to further in furtherance of documenting in multimedia formats various happenings concerning the Department, its operations, and employees. The Publications unit utilizes such information to perform its core function of producing publications	No

				such as press briefings and weather advisories that inform DOB employees, the public, and the press of occurrences pertinent to the business of the Department.	
22	Client or Customer Service	Media Relations & Press division discloses information associated with filings submitted to the Department and public information published by media & news outlets pertaining to the Department and its operations. Media Relations & Press division occasionally discloses the names and phone numbers of tenants and building occupants, who are requesting from the Department a tenant safety inspection of their buildings, to DOB in order for DOB inspectors to schedule inspections.	Pre-approved as routine	The Media Relations & Press division discloses such information to perform a core function of the Department by distributing information to the public and press that furthers the Department’s mission and purpose. The Media Relations & Press division discloses contact information of tenants solely in order for DOB inspectors to schedule an inspection and help facilitate access into the building. This information is only used to support the work of the Enforcement Bureau and their mission to promote tenant safety.	No
23	None of the above	The Licensing Exam Unit discloses various types of identifying	Pre-approved as routine	The Licensing Exam Unit discloses such information	No

		information associated with the business of the Department for purposes of assisting applicants, registrants and licensees with inquiries.		to facilitate Department licensing work.	
24	None of the above	The Office of Building Energy and Emissions Performance (OBEEP) discloses information associated with job applications, permits, and compliance filings submitted to the Department. The OBEEP unit also discloses information associated with the applications for the Building Energy and Emissions Advisory Board and Working Group members. The Energy Code unit discloses information associated with job applications, permits, and compliance filings submitted to the Department.	Pre-approved as routine	The OBEEP unit discloses such information for purposes of identifying noncompliance and enforcing compliance with local laws, and the rules of the Department, as part of its core function to review job applications submitted to the Department for compliance with the Energy Code and other sustainability-related code provisions within the regulatory purview of the Department.	No
25	Environment	The Policy and Legal unit, and the Outreach & Assistance Unit in the Sustainability Bureau disclose information associated with building owners, building energy usage and building carbon exceedance in accordance with Local Law 97.	Pre-approved as routine	The Policy & Legal unit and the Outreach & Assistance unit discloses such information for purpose in connection with their role of determining compliance with Local Law 97.	No
26	Records Management	The Asset Management Unit discloses various personnel and employee-	Pre-approved as routine	The Asset Management unit discloses such	No

		related information to manage the Department’s equipment, facilities, fleet, and associated transactions.		information to manage the Agency’s property & the material resources— all of which are necessary to effectuate the Department’s mission and purpose.	
27	None of the above	Upon the implementation date, 6/15/18, of Local Laws 247/17 and 245/17, (“Identifying Information Law”) DOB’s APO designated as routine the collections, disclosures and retention (“CDR”) of Identifying Information (“PII”) that were already ongoing at that time made during the normal course of Department business that further the Department’s mission and purpose, including pre-approving CDR as routine if such CDR was a regular part of a DOB employee(s)/unit(s)’ regular job duties, because job duties are designed to further the purposes and mission of DOB.	Pre-approved as routine	These disclosures are made as part of the Department’s ongoing normal course of business, necessary for the Department to fulfill its jurisdictional purposes	No
28	None of the above	Transfer as of 2019 and ongoing to DOF of data relevant to property valuation, in connection with the NYC Department of Finance (“DOF”) project “Property Valuation and Mapping External Data Requests from	Pre-approved as routine by the APOs of two or more agencies	These disclosures are made in connection with the interests of the City and other agencies in accurate property evaluation.	Yes

		DOB, HPD, DEP, DOITT, NYC Parks, DCP, DOT, DCAS and NYCHA.”			
29	Law Enforcement	Transfer to DOF as of 2019 and ongoing of data relevant to imposition of liens for unpaid building code violations, pursuant to the DOF project “City Revenue Collection: DOB Liens Project Imposition of License for Unpaid Building Code Violations.”	Pre-approved as routine by the APOs of two or more agencies	These disclosures are made in connection with DOB’s and DOF’s interest in the payment of Building Code violations.	Yes
30	Client or Customer Service	Disclosure to Mayor’s Office of Operations of contact information of customers who interacted with DOB via the service center or inspection for the purpose of their Business Owner Survey process, to assist with the goal of having everyone who interacts with the agency receive an appropriate and equitable level of service and to help the agency identify best practices and identify service centers or inspection processes requiring attention	Pre-approved as routine	These disclosures are made in connection with the interests of the Department in good customer service.	Yes
31	None of the above	Disclosure of contact information of DOB permittees and licensees to Department of Finance to assist in collecting debt from such permittees and licensees that are named respondents in OATH proceedings and owe OATH judgement debt	Pre-approved as routine	These disclosures are made in connection with DOB’s and DOF’s interests in collecting debt from licensees who are licensed by the Department.	Yes

32	None of the above	Disclosure via a database in order to implement Local Law 196 of 2017 in to track and maintain site safety training cards (“SST cards”) and related data.	Pre-approved as routine	These disclosures via this database allows course providers to log safety credentials into a system that can then be accessed by employers who hire credentialed workers in order to comply with the law. The system also allows DOB to track which trainers and course providers are responsible for each credential so that credentials can be revoked when a trainer or course provider’s approval is revoked, enabling notification to SST card holders. This furthers the mission of the agency, because DOB is responsible for issuance of SST cards	No
33	Environment	Contact information of NYC building owners and/or managers.	Pre-approved as routine by the APOs of two or more agencies	This data is provided in connection with the Department’s ongoing effort to identify buildings in need of information and guidance to meet the goals outlined in Local Law 97 of 2019 (LL97). LL97	Yes

				sets goals for greenhouse gas (GHG) emissions. MOCEJ wishes to use the data maintained by the Department of Buildings to support outreach efforts.	
34	Environment	List of buildings and related data that are subject to Local Law 97, which relates to Sustainability	Pre-approved as routine	This data is provided to DHCR in connection with DOB's work towards ensuring that buildings exceeding a certain amount of square footage meet new energy efficiency and greenhouse gas requirements.	No
35	None of the above	Disclosure to the School Construction Authority ("SCA") from DOB on quarterly basis of list of DOB registered construction contractors with the associated contact information, e.g. email addresses.	Pre-approved as routine by the APOs of two or more agencies	This data is to assist SCA in adding contractor information that is not already provided in SCA's subcontractor approval form records.	Yes

Please add additional rows, if needed

For each **disclosure**, select the type of entity **and** provide the name of the entity that received the identifying information.

	<i>Type of Entity</i>	<i>Name of Entity</i>
1	City Agency	NYC Department of Citywide Administrative Services
2	Educational Institution	City University of New York
3	Law firms, City agencies; various tribunals	Various, depending on the request/legal requirement
4	City Agency	NYC Office of Administrative Trials & Hearings
5	City Agency	NYC Department of Housing Preservation & Development
6	City Agency	NYC Department of Investigation
7	City Agency	NYC Office of the Comptroller
8	City Agency	NYC Office of Administrative Trials & Hearings
9	City Agency	NYC Department of Investigation
10	City Agency	NYC Office of Administrative Trials & Hearings
11	City Agency	NYC Office of Emergency Management
12	City Agency	NYC Department of Finance; Comptroller's Office
13	City Agency	NYC Law Department
14	City Agency	NYC Department of City Planning
15	City Agency	NYC Office of Technology & Innovation
16	City Agency	NYC Office of Technology & Innovation
17	Members of the Public	Various
18	City Agency	NYC Department of City Planning
19	City Agency; Other	Community Boards; Elected Officials
20	Various	Members of public; elected officials & others who write the Commissioner
21	Media Outlet; Industry groups	Various
22	Media Outlet; the public	Various
23	City Agency	NYC Department of Investigation; NYC Office of Administrative Trials & Hearings
24	None of the above	Building Energy and Emissions Advisory Board and Working Group members

25	City Agency	Mayor's Office of Climate and Environmental Justice
26	City Agency	NYC Department of Citywide Administrative Services
27	City Agency; media outlet; public; state agency; other	Various
	<i>Type of Entity</i>	<i>Name of Entity</i>
28	City Agency	NYC Department of Finance
29	City Agency	NYC Department of Finance
30	City Agency	Mayor's Office of Operations
31	City Agency	NYC Department of Finance
32	Other Private Sector Company	Construction-related companies
33	City Agency	Mayor's Office of Climate and Environmental Justice
34	State Agency	NYS Division of Housing and Community Renewal
35	City Agency	NYC School Construction Authority

Please add additional rows, if needed

OPTIONAL QUESTION: Using the table below, describe any proposals for disclosures of identifying information that your agency declined to approve.

	<i>Type of Entity that Requested the Identifying Information</i>	<i>Name of the Entity</i>	<i>Reason for the Request</i>	<i>Description of Agency's Rationale for Rejection</i>
1	Choose an item.	[free text]	[free text]	[free text]
2	Choose an item.			
3	Choose an item.			
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25	Choose an item.			

	<i>Type of Entity that Requested the Identifying Information</i>	<i>Name of the Entity</i>	<i>Reason for the Request</i>	<i>Description of Agency's Rationale for Rejection</i>
26	Choose an item.	[free text]	[free text]	[free text]
27	Choose an item.			
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	<i>Type of Entity that Requested the Identifying Information</i>	<i>Name of the Entity</i>	<i>Reason for the Request</i>	<i>Description of Agency's Rationale for Rejection</i>
54	Choose an item.	[free text]	[free text]	[free text]
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76	Choose an item.			
77	Choose an item.			
78	Choose an item.			
79	Choose an item.			
80	Choose an item.			
81	Choose an item.			

	<i>Type of Entity that Requested the Identifying Information</i>	<i>Name of the Entity</i>	<i>Reason for the Request</i>	<i>Description of Agency's Rationale for Rejection</i>
82	Choose an item.	[free text]	[free text]	[free text]
83	Choose an item.			
84	Choose an item.			
85	Choose an item.			
86	Choose an item.			
87	Choose an item.			
88	Choose an item.			
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92	Choose an item.			
93	Choose an item.			
94	Choose an item.			
95	Choose an item.			
96	Choose an item.			
97	Choose an item.			
98	Choose an item.			
99	Choose an item.			
100	Choose an item.			

Please add additional rows, if needed