

**NEW YORK CITY COUNCIL  
PUBLIC ACCESS POLICY FOR  
250 BROADWAY**

**I. Building Access.**

- The general policy of the New York City Council is to encourage public access to legislative hearings and, by appointment, to the offices of individual Council Members.
- Each visitor to 250 Broadway shall present him/herself to the Council Sergeant-at-Arms on duty and offer photographic identification such as a driver's license or passport. Visitors who do not possess photographic identification should ask to be referred to the Director of Security, who shall make reasonable efforts to arrange for access to the building.
- All visitors must pass through a magnetometer. Items deemed to be a security risk (e.g. firearms, knives, explosives) shall not be permitted into the building. Illegal firearms will be confiscated and turned over to the NYPD.
- Each visitor must display a "Visitor Badge" at all times during his or her visit which identifies the visitor and indicates the floor(s) the visitor is authorized to access. Visitors may only access the floor(s) noted on the pass. If a visitor wishes to visit a floor not indicated on the pass, he or she must proceed to the lobby desk and request a new pass that indicated the new floor(s).

**II. Visitor Information Database.**

- The Council maintains an electronic database containing each visitor's name, photograph, person visited, and date(s) of visit.
- Every six months, data from the previous six months shall be archived, removed from the active database, and stored by the Director of Security. When a new archive file is created, the Director of Security shall delete the older archive (i.e., the archive containing files older than six months), unless there are specific security concerns or investigations that warrant retention of the data.
- The database shall be accessible only to the Council's security personnel and the archive shall be accessible only to the Director of Security. Data from the database or the archive shall be used for security purposes only and shall not be shared with non-City Council personnel except in connection with a criminal investigation relating to 250 Broadway, or in response to a court order or subpoena.