

Freedom of Information Law (FOIL) Requests

Notice of Public Availability and Access to Records

In accordance with the requirements of the New York State Freedom of Information Law, please follow the procedures below to access Chester Union Free School District (CUFSD) records:

Procedures for Requesting and Inspecting Records

All Freedom of Information Law (FOIL) requests to CUFSD should be submitted to the CUFSD Records Access Officer:

CUFSD Records Access Officer:

Donna Henion
CUFSD Business Office
64 Hambletonian Ave.
Chester, New York 10918
845.469.5052

donna.henion@chesterufsd.org

CUFSD Records Appeals Officer:

Catherine O'Hara
Superintendent of Schools
Chester Union Free School District
64 Hambletonian Ave.
Chester, New York 10918
845.469.5052

Requests for records shall be made via written or email request on a Chester Union Free School District Application for Public Access to Records form. Any record requested will be made available for review within a reasonable time after receipt of the request.

You will be contacted to schedule an appointment to review and copy records, when available. Records may be reviewed only in the presence of the Records Access Officer.

Location and Time of Availability of Records

Records are available for public review and copying, upon appointment, on weekdays between the hours of 9:00 a.m. and 3:00 p.m. at:

Chester Union Free School District Business Office

64 Hambletonian Ave.

Chester, New York 10918

Fees

The fees for copying of records shall be .25 cents per page, or the actual costs of reproduction if other media storage is requested. If the search for and preparation of records requires more than two hours of labor hourly fees will be applied.