

PUBLIC NOTICE

To: All Persons

Subject Matter: **Public Access to Yorktown Heights Fire District Records**

Authority: Public Officers Law Article 6, **Freedom of Information Law**

Date: January 9, 2019

PLEASE TAKE NOTICE THAT the Freedom of Information Law gives every person the right of access to certain public records created and/or maintained by the Yorktown Heights Fire District.

The YORKTOWN HEIGHTS FIRE DISTRICT has adopted Regulations governing when, where and how you can see and secure a copy of the Fire District records available to the public under this Statute.

According to these Regulations, records can be requested, seen and copied at the offices maintained by the Record Access Office of the YORKTOWN HEIGHTS FIRE DISTRICT, Jeanmarie Klaus, District Secretary, at 334 Underhill Avenue Suite 4B, Yorktown Heights, New York (914) 962-5561 ext. 2.

The Records Access Officer will provide you with a copy of these Regulations and help you to exercise your right to access.

If you are denied access to a record, you may appeal pursuant the Statute and Regulations directly to the Board of Fire Commissioners by contacting Commissioner Arthur Orneck, Chairman of the Board of Fire Commissioners of the YORKTOWN HEIGHTS FIRE DISTRICT, at P.O. Box 81, Yorktown Heights, New York 10598.