



<p>3. Authority 65 P.S. Sec. 67.302, 67.305, 67.504, 67.701</p> <p>4. Delegation of Responsibility 65 P.S. Sec. 67.502</p> <p>65 P.S. Sec. 67.502 67.901, 67.1101</p>	<p><b>Requester</b> - a legal resident of the United States, or an agency, who requests access to a record.</p> <p>The Board shall make the school district’s public records available for access and duplication to a requester, in accordance with law, Board policy, and administrative regulations.</p> <p>The Board shall designate an Open Records Officer, who shall be responsible to:</p> <ol style="list-style-type: none"> <li>1. Receive written requests for access to records submitted to the school district.</li> <li>2. Review and respond to written requests in accordance with law, Board policy, and administrative regulations.</li> <li>3. Direct requests to other appropriate individuals in the school district or in another agency.</li> <li>4. Track the school district’s progress in responding to requests.</li> <li>5. Issue interim and final responses to submitted requests.</li> <li>6. Maintain a log of all record requests and their disposition.</li> <li>7. Ensure school district staff is trained to perform assigned job functions relative to requests for access to records.</li> </ol> <p>Upon receiving a request for access to a record, the Open Records Officer shall:</p> <ol style="list-style-type: none"> <li>1. Note the date of receipt on the written request.</li> <li>2. Compute and note on the written request the day on which the five-day period for response will expire.</li> <li>3. Maintain an electronic or paper copy of the written request, including all documents submitted with the request, until the request has been fulfilled.</li> <li>4. If the written request is denied, maintain the written request for thirty (30) days or, if an appeal is filed, until a final determination is issued or the appeal is deemed denied.</li> </ol>
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<p>65 P.S. Sec. 67.701, 67.703</p>	<p>Each request must include the following information:</p> <ol style="list-style-type: none"> <li>1. Identification or description of the requested record, in sufficient detail.</li> <li>2. Medium in which the record is requested.</li> <li>3. Name and address of the individual to receive the school district's response.</li> </ol>
<p>65 P.S. Sec. 67.703</p>	<p>The school district shall not require an explanation of the reason for the request or the intended use of the requested record, unless otherwise required by law.</p> <p><u>Agency Discretion</u></p>
<p>65 P.S. Sec. 67.506</p>	<p>The school district may exercise its discretion to make any otherwise exempt record accessible for inspection and copying under this policy, if all of the following apply: (i) disclosure of the record is not prohibited under any federal or state law or regulation or judicial order or decree; (ii) the record is not protected by a privilege; and (iii) the Superintendent determines that the public interest favoring access outweighs any individual, agency, or public interest that may favor restriction of access.</p> <p><u>Records Possessed By A Third Party</u></p>
<p>65 P.S. Sec. 67.506</p>	<p>A public record that the school district does not possess but is possessed by a third party with whom the school district has contracted to perform a governmental function and which directly relates to that governmental function shall be considered a public record of the school district. When the school district contracts with such a third party, the school district shall require the contractor to agree in writing to comply with requests for such records and to provide the school district with the requested record in a timely manner to allow the school district to comply with law.</p> <p><u>Retention Of Records</u></p>
<p>65 P.S. Sec. 67.507 Pol. 800</p>	<p>Nothing in this policy shall be construed to modify, rescind, or supersede the school district's Records Management Policy and its accompanying administrative regulations and retention/disposition schedules.</p> <p><u>Fees</u></p>
<p>65 P.S. Sec. 67.1307</p>	<p>Except for the duplication fee established by the state, the Board shall approve a list of reasonable fees relative to requests for public records. The school district shall maintain a list of applicable fees and disseminate the list to requesters.</p>

<p>65 P.S. Sec. 67.1307</p>	<p>No fee may be imposed for review of a record to determine whether the record is subject to access under law.</p>
<p>65 P.S. Sec. 67.1307</p>	<p>Prior to granting access, the school district may require prepayment of estimated fees when the fees required to fulfill the request are expected to exceed \$100.</p>
<p>65 P.S. Sec. 67.1307</p>	<p>The Superintendent may waive duplication fees when the requester duplicates the record or the Superintendent deems it is in the public interest to do so.</p>
<p>65 P.S. Sec. 67.502, 67.702</p>	<p><u>Response To Requests</u></p>
<p>65 P.S. Sec. 67.502, 67.702</p>	<p>School district employees shall be directed to immediately forward requests for access to public records to the Open Records Officer.</p>
<p>65 P.S. Sec. 67.901</p>	<p>Upon receipt of a written request for access to a record, the Open Records Officer shall determine if the requested record is a public record and if the school district has possession, custody, or control of that record.</p>
<p>65 P.S. Sec. 67.901</p>	<p>The Open Records Officer shall respond as promptly as possible under the existing circumstances, and the initial response time shall not exceed five (5) business days from the date the written request is received by the Open Records Officer.</p>
<p>65 P.S. Sec. 67.901</p>	<p>The initial response shall grant access to the requested record; deny access to the requested record; partially grant and partially deny access to the requested record; notify the requester of the need for an extension of time to fully respond; or request more detail from the requester to clearly identify the requested material.</p>
<p>65 P.S. Sec. 67.901</p>	<p>If the school district fails to respond to a request within five (5) business days of receipt, the request for access shall be deemed denied.</p>
<p>65 P.S. Sec. 67.901, 67.902</p>	<p><u>Extension Of Time</u></p>
<p>65 P.S. Sec. 67.901, 67.902</p>	<p>If the Open Records Officer determines that an extension of time is required to respond to a request in accordance with the factors stated in law, written notice shall be sent within five (5) business days of receipt of request. The notice shall indicate that the request for access is being reviewed, the reason that the review requires an extension, a reasonable date when the response is expected, and an estimate of applicable fees owed when the record becomes available.</p>
<p>65 P.S. Sec. 67.901, 67.902</p>	<p>Up to a thirty-day extension for one (1) of the listed reasons does not require the consent of the requester. If the response is not given by the specified date, it shall be deemed denied on the day following that date.</p>

	<p>A requester may consent in writing to an extension that exceeds thirty (30) days, in which case the request shall be deemed denied on the day following the date specified in the notice if the Open Records Officer has not provided a response by that date.</p> <p><u>Granting Of Request</u></p> <p>If the Open Records Officer determines that the request will be granted, the response shall inform the requester that access is granted and either include information on the regular business hours of the administration office, provide electronic access, or state where the requester may go to inspect the records or information electronically at a publicly accessible site. The response shall include a copy of the fee schedule in effect, a statement that prepayment of fees is required in a specified amount if access to the records will cost in excess of \$100 and the medium in which the records will be provided.</p>
<p>65 P.S. Sec. 67.701</p>	<p>A public record shall be provided to the requester in the medium requested if it exists in that form; otherwise, it shall be provided in its existing medium. However, the school district is not required to permit access to its computers.</p>
<p>65 P.S. Sec. 67.701, 67.704</p>	<p>The Open Records Officer may respond to a records request by notifying the requester that the record is available through publicly accessible electronic means or that the school district shall provide access to inspect the record electronically. If the requester, within thirty (30) days following receipt of the school district's notice, submits a written request to have the record converted to paper, the school district shall provide access in printed form within five (5) days of receipt of the request for conversion to paper.</p>
<p>65 P.S. Sec. 67.706</p>	<p><u>Obligation To Redact</u></p> <p>If the Open Records Officer determines that a public record contains information both subject to and not subject to access, the Open Records Officer shall grant access to the information subject to access and deny access to the information not subject to access. The Open Records Officer shall redact from the record the information that is not subject to access. The Open Records Officer shall not deny access to a record if information can be redacted.</p>
<p>65 P.S. Sec. 67.905</p>	<p><u>Record Discard</u></p> <p>If the Open Records Officer responds to a requester that a copy of the requested record is available for delivery at the administration office and the requester does not retrieve the record within sixty (60) days of the response, the school district shall dispose of the copy and retain any fees paid to date.</p>

<p>65 P.S. Sec. 67.707</p>	<p><u>Notification To Third Parties</u></p>
<p>65 P.S. Sec. 67.707</p>	<p>When the school district produces a record that is not a public record in response to a request, the Open Records Officer shall notify any third party that provided the record to the school district, the person that is the subject of the record, and the requester.</p>
<p>65 P.S. Sec. 67.707</p>	<p><u>Requests For Trade Secrets</u></p>
<p>65 P.S. Sec. 67.707</p>	<p>The Open Records Officer shall notify a third party of a record request if the requested record contains a trade secret or confidential proprietary information provided that the third party provided the record and included a written statement by a representative of the third party that the record contains a trade secret or confidential proprietary information. Notification to the third party shall be provided within five (5) business days of receipt of the request for the record, and the third party shall have five (5) business days from receipt of such notification to provide input on the release of the record. The school district shall either deny the request for the record or release the same within ten (10) business days of the provision of notice to the third party and shall notify the third party of that decision.</p>
<p>65 P.S. Sec. 67.901, 67.903</p>	<p><u>Denial Of Request</u></p>
<p>65 P.S. Sec. 67.901, 67.903</p>	<p>If the Open Records Officer denies a request for access to a record, whether in whole or in part, a written response shall be sent within five (5) business days of receipt of the request. The response denying the request shall include the following:</p>
<p>65 P.S. Sec. 67.901, 67.903</p>	<ol style="list-style-type: none"> <li>1. Description of the record requested.</li> <li>2. Specific reasons for denial, including a citation of supporting legal authority.</li> <li>3. Name, title, business address, business telephone number, and signature of the Open Records Officer on whose authority the denial is issued.</li> <li>4. Date of the response.</li> <li>5. Procedure for the requester to appeal a denial of access.</li> </ol>
<p>65 P.S. Sec. 67.506</p>	<p>The Open Records Officer may deny a request for access to a record if the requester has made repeated requests for that same record and the repeated requests have placed an unreasonable burden on the school district.</p>

<p>65 P.S. Sec. 67.506</p>	<p>The Open Records Officer may deny a request for access to a record when timely access is not possible due to a disaster, or when access may cause physical damage or irreparable harm to the record. To the extent possible, a record's contents shall be made accessible even when the record is physically unavailable.</p>
<p>65 P.S. Sec. 67.706, 67.903</p>	<p>Information that is not subject to access and is redacted from a public record shall be deemed a denial.</p> <p><u>Appeal Of Agency Determination</u></p>
<p>65 P.S. Sec. 67.1101</p>	<p>If a written request for access to a record is denied or deemed denied, the requester may file an appeal with the state's Office of Open Records within fifteen (15) business days of the mailing date of the Open Records Officer's response or deemed denial.</p>
	<p>References:</p> <p>School Code – 24 P.S. Sec. 408, 518</p> <p>Right-to-Know Law – 65 P.S. Sec. 67.101 et seq.</p> <p>Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.</p> <p>Accessibility to Communications, Title 28, Code of Federal Regulations – 28 CFR Sec. 35.160, 35.164</p> <p>Board Policy – 800</p>