

# Right to Know Requests

Forbes Road Area School District  
159 Red Bird Drive Waterfall, PA 16689  
Phone: (814) 685-3866 ext: 1131 Fax: (814) 685-3159

For specific questions regarding Right-to-Know, please contact:  
Mr. Clint Heath- Superintendent of Schools / Right to Know Officer  
E-mail: [cheath@frsd.info](mailto:cheath@frsd.info)

PA Office of Open Records may be contacted by telephone or email at:  
Phone: 717-346-9903 E-mail: [OpenRecords@state.pa.us](mailto:OpenRecords@state.pa.us)

## **Forbes Road Area School District's Right-To-Know Policy, Procedures & Information**

### **What information is public information?**

In accordance with the Pennsylvania Right-to-Know Act (Act 3 of 2008) all records maintained by the Forbes Road Area School District are public records, unless the records are (a) specifically exempted by Section 708 of Act 3, (b) exempted by another state or Federal law, and/or (c) exempted by a judicial decree or order.

### **How do I request public information?**

To request a public record complete a Right-To-Know Request Form, and submit this to the Open Records Officer. Requests for information may likewise be directed to the Open Records Officer via e-mail, fax or telephone, or the request may be delivered to the District Office. But please note... while the District may fill anonymous or verbal requests for information, relief and remedies under the Act are available only to persons submitting a written request for information. Please refer to school board policy 801 for additional information.

### **Who is the Open Records Officer for the Forbes Road Area School District?**

The Open Records Officer for the Forbes Road Area School District is Mr. Clint Heath, Superintendent. He may be contacted by:

E-mail: [cheath@frsd.info](mailto:cheath@frsd.info) Phone: 814-685-3866 ext. 1131 FAX: 814-685-3159 US Mail: 159 Red Bird Drive Waterfall, PA 16689

### **What happens after I submit a request for public information?**

All requests for information are filled in accordance with the Pennsylvania Right-to-Know Act (Act 3 of 2008). Most notably, a response to each request will be provided within five business days of the filing of

the request. If a request is denied by the Open Records Officer, a reason(s) for the denial will be provided, with information on how to appeal the decision of the Open Records Officer.

### **Does the District charge a fee for this service?**

The District does not charge a fee to locate the public information (i.e., employee time), but the District does charge nominal duplication fees as approved by the Pennsylvania Office of Open Records. In addition, the District charges actual postage fees if the public information is mailed to the requestor. Per the Act, the District reserves the right to require pre-payment of fees when fees are estimated to exceed \$100, and the District reserves the right to waive any fee.

### **How do I appeal a decision of the Open Records Officer?**

An appeal of the decision of the Open Records Officer must be filed with the Pennsylvania Office of Open Records within fifteen (15) business days of the date of denial. All appeals may be forwarded to:

Appeals Officer, Montgomery County  
Pennsylvania Office of Open Records  
Commonwealth Keystone Building  
400 North Street, Plaza Level  
Harrisburg, PA 17120-0225

The Office of Open Records may be contacted by telephone at 717-346-9903, or by e-mail at [OpenRecords@state.pa.us](mailto:OpenRecords@state.pa.us) .



Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: \_\_\_\_\_ (Attn: AORO)

Date of Request: \_\_\_\_\_ Submitted via: [ ] Email [ ] U.S. Mail [ ] Fax [ ] In Person

PERSON MAKING REQUEST:

Name: \_\_\_\_\_ Company (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

How do you prefer to be contacted if the agency has questions? [ ] Telephone [ ] Email [ ] U.S. Mail

RECORDS REQUESTED: Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law. Use additional pages if necessary.

Blank lines for providing record details.

DO YOU WANT COPIES? [ ] Yes, printed copies (default if none are checked) [ ] Yes, electronic copies preferred if available [ ] No, in-person inspection of records preferred (may request copies later)

Do you want certified copies? [ ] Yes (may be subject to additional costs) [ ] No RTKL requests may require payment or prepayment of fees. See the Official RTKL Fee Schedule for more details.

Please notify me if fees associated with this request will be more than [ ] \$100 (or) [ ] \$\_\_\_\_\_.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: \_\_\_\_\_ Date Received: \_\_\_\_\_ Response Due (5 bus. days): \_\_\_\_\_

30-Day Ext.? [ ] Yes [ ] No (If Yes, Final Due Date: \_\_\_\_\_) Actual Response Date: \_\_\_\_\_

Request was: [ ] Granted [ ] Partially Granted & Denied [ ] Denied Cost to Requester: \$\_\_\_\_\_

[ ] Appropriate third parties notified and given an opportunity to object to the release of requested records.