LENAPE AREA VOCATIONAL TECHNICAL SCHOOL

Right – To – Know Procedure

Upon receiving a request for access to a record, the Open Records Officer shall:

1. Write the date received on the request.

2. Determine the deadline for the response.

3. Maintain an electronic or paper copy of the written request, including all documents submitted with the request, until the request has been fulfilled.

4. If necessary, the solicitor will be contacted with the right-to-know request. Solicitor may provide input or written response to the requester.

5. 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.

Requesters may access and procure copies of the public records from the School during the regular business hours of the administration offices. The requester may be charged copying fees, as per policy 801.

A requester's right of access does not include the right to remove a record from the control or supervision of the Open Records Officer.

The School shall not limit the number of records requested.

When responding to a request for access, the School is not required to create a record that does not exist nor to compile, maintain, format or organize a record in a manner, which the School does not currently use.