

# Right to Know Requests

Anyone seeking access to or duplication of a public record must submit a written request, using the Standard Right-To-Know Request Form.

This request must identify or describe the public record with sufficient specificity to allow the district to determine which record is being requested, and must include the name and address to which the district should send its response.

## Resources:

[Pa. Office of Open Records](#)  
[Right to Know Law](#)

Upon completing the Standard Right-To-Know Request Form, please submit it in one of the following manners:

**By e-mail:** Sent, as a completed and signed scanned attachment, to the attention of John Galvin, Open Records Officer, at [galvinj@avellasd.org](mailto:galvinj@avellasd.org). An e-mail will not be considered submitted until a complete, accessible copy of that e-mail is received by the person to whom it is addressed.

**By regular mail:** Send to the attention of John Galvin, Open Records Officer at the district administrative offices at 1000 Avella Road, Avella, PA 15312.

**In person:** At the district business office of 1000 Avella Road, Avella, PA, 15312, on any business day during regular business hours.

**By fax:** 724-356-2207

**Response:** By law, RTSD must respond within five business days.

## Exceptions:

(Extensions for the five-day requirement are set forth in section 902 of the new law.)

1. The request requires redaction of a record;
2. The request requires the retrieval of a record stored in a remote location;
3. A timely response is not possible due to bona fide staffing limitations;
4. Legal review to determine if the record can be accessed;
5. Requestor has not complied with the districts policies regarding access to records;
6. Requestor refuses to pay applicable fees; or
7. The extent or nature of the request precludes a response within the required time period.

## How to File an Appeal

- The OOR Appeal must include a copy of the RTK request, a copy of the Agency's response including reason for denial, and a written statement explaining why the record is a public record
- OOR Appeals can be filed online at [www.openrecords.pa.gov](http://www.openrecords.pa.gov)
- OOR Appeals can also be submitted via fax (717)425-5343 or postal mail:

Office of Open Records  
333 Market Street, 16<sup>th</sup> Floor  
Harrisburg, PA 17101-2234