Book	Policy Manual
Section	900 Operations
Title	Public Records
Code	901
Status	Active
Adopted	June 27, 1990
Last Revised	**April 29, 2026**
Prior Revision	March 20, 2013

Purpose

The Board recognizes the importance of public records as the record of the District's actions and the repository of information about this District. The public has the right to access and procure copies of public records, with certain exceptions, subject to law, Board policy and administrative regulations.

Definitions

Financial record - any account, voucher or contract dealing with the receipt or disbursement of funds by the District; or the District's acquisition, use or disposal of services, supplies, materials, equipment or property; or the salary or other payments or expenses paid to an officer or employee, including the individual's name and title; or a financial audit report, but excluding the work papers underlying audit.

Public record - a record, including a financial record, of the District that is not protected by a defined privilege or is not exempt from being disclosed under one or more of the exemptions in Pennsylvania's Right-to-Know Law or under other federal or state law or regulation, or judicial decree or order.

Record - information, regardless of physical form or characteristics, that documents a transaction or activity of the District and that is created, received or retained pursuant to law or in connection with a transaction, business or activity of the District, including the following: a document; paper; letter; map; book; tape; photograph; film or sound recording; information stored or maintained electronically; and a data-processed or image-processed document.

Response - Access to a record or the District's written notice to a requester granting, denying, or partially granting and partially denying access to a requested record.

Requester - a legal resident of the United States who requests access to a record. The term includes a Commonwealth agency, a local agency or a legislative agency.

Authority

The Board shall make the District's public records available for access and duplication to a requester, in accordance with law, Board policy and administrative regulations.[2][3][4][5]

Delegation of Responsibility

The Board designates the Superintendent or designee as the Open Records Officer, who shall be responsible to:[6]

1. Receive written requests for access to records submitted to the District.

2. Review and respond to written requests in accordance with law, Board policy and administrative regulations.

3. Direct requests to other appropriate individuals in the District or in another agency.

4. Track the District's progress in responding to requests.

5. Issue interim and final responses to submitted requests.

6. Maintain a log of all record requests and their disposition.

7. Ensure District staff are trained to perform assigned job functions relative to requests for access to records. Pursuant to the duties as the Open Records Officer, the Superintendent or designee shall develop and maintain administrative regulations to ensure the availability of records for access and duplication by requesters. Such administrative regulations shall be in accordance with law and Board policy.

Requests for Records

Requestors must submit a written request to avail themselves of the protection of the Pennsylvania Right to Know Law.[1]

The District requires that requestors use the Pennsylvania Office of Open Records Standard Right-to-Know Law Request Form ("Standard Form") for all requests. This form can be found on the District's website under the Right to Know Requests Page.

Any requestor who does not submit a request using the Standard Form shall be promptly advised of this Policy and given an opportunity to resubmit the request using the Standard Form.

Legal

1. 65 P.S. 67.102
2. 65 P.S. 67.302
3. 65 P.S. 67.305
4. 65 P.S. 67.504

24 P.S. 408

24 P.S. 518

5. 65 P.S. 67.101 et seq

6. 65 P.S. 67.502

28 CFR 35.160

28 CFR 35.164
42 U.S.C. 12101 et seq

901-AR-1 of 4_Public Records Guidelines.pdf (105 KB)

901-AR-2 of 4_Exempted Records.pdf (118 KB)

901-AR-3 of 4_Disclosure of Records.pdf (95 KB)

901-AR-4 of 4_Fees For Records.pdf (86 KB)