



# NORRISTOWN AREA SCHOOL DISTRICT

## **Right to Know**

January, 2009

Pursuant to the Right-to-Know Law, 65 P.S. Section 67.101 *et seq.* ("RTKL"), public records of the Norristown Area School District shall be made available for access and duplication to a requester in accordance with law, Board policy and administrative regulations. The following outlines definitions and basic procedures for making a request for public records.

### **DEFINITIONS**

#### ***Record***

Information, regardless of physical form or characteristics, that documents a transaction or activity of an agency and that is created, received or retained pursuant to law or in connection with a transaction, business or activity of the agency. The term includes 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.

#### ***Public Record***

Any document that satisfies the general definition of "public record" set forth in the Law and does not fall within any of the exceptions set forth therein, as the definition and exceptions are amended from time to time and as the definition and exceptions are interpreted by state, federal and/or local courts.

#### ***Financial Record***

Any account, voucher or contract dealing with the receipt or disbursement of funds, use or disposal of services, supplies, materials, equipment or property; a financial audit report excluding work papers underlying an audit, or the salary or other payments or expenses paid to an officer or employee of an agency, including the name and title of the officer or employee.

#### ***Requester***

A legal resident of the United States, or an agency, that requests a record pursuant to this act.

#### ***Response***

Notice informing a requester of a granting of access to a record or written notice to a requester granting, denying or partially granting and partially denying access to a record.

#### ***Open Records Officer***

Person designated to receive requests, direct requests to other appropriate persons within the district or to appropriate persons in another agency, track the agency's progress in responding to requests and issue interim and final responses under this act.

#### ***Business Day***

Monday through Friday during regular business hours, except those days when the NASD is closed for all or part of a day for reasons inclusive of due to a legal or District-designated holiday or inclement weather.



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## **REQUEST FOR ACCESS**

1. Requests for access must be submitted in writing utilizing the standard request form. (The form can be accessed on the district's website.)
2. Requests must identify or describe records sought, in sufficient detail, and the medium in which the record is requested.
3. Requests must include the name and address of the individual to receive the district's response.
4. All requests should be submitted to the Open Records Officer as follows:

Open Records Officer  
401 N. Whitehall Road  
Norristown, PA 19403

NOTE: The 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.

## **FEES**

Records will be made available at the cost of .25 per page. Prepayment will be required when the estimated fees required to fulfill a request are expected to exceed \$100.

## **RESPONSE TO REQUEST**

The Open Records Officer shall respond within five (5) business days from the date the written request is received by the Open Records Officer. The initial response shall grant or deny access to the requested record, partially grant or deny access to the requested record, or notify the requester of the need for an extension of time to fully respond. If the district fails to respond within five (5) business days, the request for access shall be deemed denied.

If a request is 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. Appeals should be sent to:

State Open Records Officer  
Commonwealth of Pennsylvania  
Office of Open Records  
Commonwealth Keystone Building  
400 North Street, 4th Floor  
Harrisburg, PA 17120-0225