



WEST SHORE SCHOOL DISTRICT

Dr. Ryan Argot, Director of Federal Programs

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OPEN RECORDS INFORMATION - Board Policy 801 - Public Records

Guidelines

1. A public record will be provided in its existing medium during regular business hours. Items stored electronically will be printed if the individual requests copies.
2. Requests shall be submitted in writing by mail, facsimile, or delivered in person to the Right-to-Know Officer at the Administration Center for Education (ACE). Please use the West Shore School District's or the state's Right-to-Know request form containing:
 - Identification of record request.
 - Medium requested.
 - Name and address of individual to receive District's response.
 - Type of record(s) access requested.
3. All copying will be done in black on white paper.
4. Fees must be paid prior to pick-up or mailing.
5. There is no fee for staff time or resources used to evaluate a request of access to public records.

The full text of Board Policy 801 is available on the District website under Board Policies.

Timeline

1. District response to a request will be sent within five (5) days of receipt by Right-to-Know Officer. If response is not provided within five (5) days, the request shall be deemed denied.
2. If the District determines that more than five (5) days are required to respond to request, written notice shall be provided indicating a date when a response is expected.

Fee Structure

■ Copies

A "photocopy" is considered either a single-sided copy or one side of a double-sided black-and-white copy of a standard 8.5" x 11" page

Fee: \$0.25 per page

■ Certification of a Record

Fee: \$1.00 per record, not per page

Please note: Certification fees do not include notarization fees.

■ Specialized Documents

Examples: blue prints, color copies, non-standard sized documents, etc.

Fee: Actual Cost

■ Facsimile/Microfiche/Other Media

Fee: Actual Cost

■ Redaction Fee

Fee: No Cost (A Redaction Fee may not be imposed)

■ Conversion to Paper

If a record is only maintained electronically or in other non-paper media, duplication fees shall be limited to the lesser of the fee for duplication on paper or the fee for duplication in the original media unless the requester specifically requests the record be duplicated in the more expensive medium.

■ Postage Fees

Fee: Actual Cost (Postage fees may not exceed the actual mailing cost)

Pennsylvania's Open Records Contact

Commonwealth of Pennsylvania, Office of Open Records
Commonwealth Keystone Building
400 North St., Plaza Level, Harrisburg, PA 17120-0225
phone: 717-346-9903 email: openrecords@state.pa.us