

## **Open Records/Right-to-Know Law**

Effective January 1, 2009, the new Pennsylvania Open Records Law went into effect. The new law revamped the former Right-to-Know law, which permits requesters the right to inspect and duplicate certain records of government agencies. In order for the Reynolds School District to fully comply with this new law, several steps have been taken that you need to know.

The Reynolds School Board revised their Policy #801 regarding public records along with several administrative regulations, which are available to you on the district's website under School Board - Policies. The board also appointed Open Records Co-Officers who will serve as the Records Management Coordinators for the Reynolds School District. They are:

- Mrs. Beverly Morrison, Business Administrator
- Mrs. Rose Lyons, Secretary to the Superintendent and School Board Secretary 531  
Reynolds Rd., Greenville, PA 16125, (724) 646-5501/ Fax: (724) 646-5505 Email:  
[openrecords@reynolds.k12.pa.us](mailto:openrecords@reynolds.k12.pa.us)

Because of the time sensitive nature of public record requests and the stringent requirements relating to requests, all requests are to be directed to either of the co-officers as a high priority matter requiring urgent and immediate action. No other employee is permitted to accept a request for a public record. The Open Records Co-Officers have many responsibilities under this law for which they have been trained. If a written request for a public record should be delivered to a district employee, they must immediately deliver it to a Public Records Co-Officer. Your cooperation will be necessary in order for the district to comply with the law.

Attached for your information is the newly developed form for the public to request an open record.

You should also be aware that the public may file an appeal to any decision of the Open Records Co-Officers with the Superintendent of Schools of the Reynolds School District. Appeals for a final determination can also be filed with the Pennsylvania Office of Open Records: <http://openrecords.pa.gov> .