

EASTERN LEBANON COUNTY SCHOOL DISTRICT
REQUEST FOR ACCESS TO PUBLIC RECORDS

Under the Right-to-Know Act, codified at 65 P.S. §66.1 et seq, citizens of the Commonwealth of Pennsylvania may inspect the public records of agencies at reasonable times and may make photographs or copies of the records while the records are in the possession, custody and control of the lawful custodian of the records. The records custodian has the right to adopt and enforce reasonable rules governing the making of the copies. The records custodian is the Business Manager.

Name of Requester: _____

Organization: _____

Address: _____

Telephone Number: _____

Are you a citizen of the Commonwealth of Pennsylvania? Yes _____ No _____

Documents Requested: Describe documents requested. All requests must be specific. Please note below whether you would like to view the requested documents during regular business hours at the district office (normally 8:00 AM to 3:30 PM), have copies mailed to the address above, or receive the requested documents through electronic transfer. Also, note whether you would like the copies of the requested document to be certified.

Do you want copies? YES or NO

Do you want to inspect the records? YES or NO

Do you want certified copies of records? YES or NO

Fee:	Copies (8 x 11 and 8 x 14): black and white	<u> \$0.25 per copy/side </u>
	Facsimile Transmissions	<u> Actual cost </u>
	Postage:	<u> Actual cost of postal fees </u>

Other fees as may be permitted by the Pennsylvania Open Records Law may also be applicable.

If the estimated cost exceeds One Hundred Dollars (\$100.00), the district may require prepayment.