

## **Right-to-Know Requests**

### **Somerset Area School District Open Records Officer Contact Information:**

Leanne Heiple  
Director of Finance and Operations  
Somerset Area School District  
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### **Somerset Area School District Public Records Policy**

### **Contact Information for the Commonwealth's Office of Open Records**

<http://www.openrecords.pa.gov/>

### **Request for Records**

#### **Public Records Request Form**

Requests for information under the Right-to-Know Law shall be submitted to the Open Records Officer on the required form(s). Written requests may be submitted to the District in person, by mail, by fax, or to the Open Records Officer's e-mail address.

Each request must include the following information:

1. Identification or description of the requested record, in sufficient detail.
2. Medium in which the record is requested.
3. Name and address of the individual to receive the District's response.

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.

### **Response to Request**

The District has five business days to respond in writing to:

1. Grant access to requested record.
2. Deny access to the requested record.
3. Partially grant and partially deny access to the requested record.
4. Notify the requester of the need for an extension of time to fully respond.
5. Request more detail from the requester to clearly identify the requested material.

### **File an Appeal**

#### **Appeal Form**

If a written request for access to a record 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 denial.