

**No. 801-R
Council Rock
School District
Administrative
Regulations**

Public Records (801)

The following guidelines and procedures are developed to implement the Right To Know Law 65.

Definition

A public record shall mean those items specified as such on page 1 of Policy 801. Page 1 of Policy 801 also specifies records that are not available for inspection or duplication.

Guidelines

Once an administrator receives a request for an allowable document to inspect or duplicate, the following procedures apply.

- 1) Response
 - a. The Superintendent or designee shall respond to the request within 5 business days of receipt.
 - b. If the request will be granted a response, it shall be sent within 5 business days. This response shall include the regular business hours, the median to which the record will be provided, and any assessed fees.
 - c. Assessed fees shall be 20 cents per page plus the administrative time needed to copy and compile. This time shall be arrived at by calculating the hourly rate of the person actually doing the work.
 - d. The response shall also indicate that the request is being reviewed and will take longer than 5 business days to process. It should also specify when the response is expected to be provided. Every effort shall be made to send a completed response within 30 calendar days (following the 5 business days).

- 2) Denial

Any response denying a request shall include the following

- a. Description of the record requested.
- b. Specific reasons for denial and rationale for same.

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- c. Date of denial.
- d. Procedure to appeal denial.

3) Appeal Process

- a. The requester must file a written request for exception within 15 days of the mailing date of the denial letter.
- b. The superintendent or designee shall make a final determination within 30 days of the mailing date. If denied, a written explanation shall be provided. This shall represent the final order of the school district.

4) Fees

All requests are to be in written form. Electronic requests should be converted to hard copy prior to their acceptance for evaluation.

Costs will include the following:

- a. Postage – as necessary.
- b. Duplication – as outlined under “Response” above.
- c. Staff time exclusive of any time needed to evaluate the request. The hourly rate of the employee compiling the request shall be utilized.
- d. If the total fee is more than \$100, prepayment is required. If under \$100, the exact amount shall be included in the response letter and shall be due upon receipt of the requested records.

Posting

A copy of these guidelines shall be posted at the district office and made available electronically