

SECTION: NON-INSTRUCTIONAL OPERATIONS

WINDBER AREA SCHOOL DISTRICT

TITLE: INTERNAL RIGHT-TO-KNOW
PROCEDURES

ADOPTED: October 6, 2015

REVISED: March 21, 2017

711. INTERNAL RIGHT-TO-KNOW PROCEDURES

- All requests are submitted to our Agency Open Records Officer Mrs. Martha Dranzik.
- Upon receipt Mrs. Dranzik reviews the request and forwards the request on to the appropriate department within the District. (Business Office, Facilities, Food Service, Transportation, Child Accounting, etc.)
- Mrs. Dranzik or the appropriate department head will respond to the request within five (5) business days after the receipt of the request.
- During the five (5) day period the District will make a good faith effort to locate the requested records, determine if it constitutes a public record, edit confidential portions to allow for disclosure, and prepare an appropriate response.
- The district response may take any of the following forms:
 1. A decision that the requested record is a public record and allowing the requester to inspect and obtain a copy of the public record, in whole or in part.
 2. A written denial explaining why the requested document is not a public record thus resulting in the denial of the request, in whole or in part.
 3. A written notice explaining the request is under review and a final determination can be expected within thirty (30) calendar days from the date of the notice.
- A decision to grant a request shall be in writing, and may also be communicated in person by telephone or e-mail in appropriate circumstances.
- After a request is granted it is the responsibility of the department head to gather the appropriate information contained within the request and submit the information to Mrs. Dranzik.
- Mrs. Dranzik will review the information and forward the documents to the requester by mail or e-mail.
- If the documents are mailed the District will invoice the requester at \$.25 per copy for the requested documents.
- Under this circumstance the District will not mail the documents until the requester has paid for the appropriate copying fees.
- A written denial of a document request shall set forth the following information:
 1. A description of the record requested;
 2. The specific reason for the denial, including a citation of

supporting legal authority;

3. The name, title, address, telephone number and signature of the district employee who issued the denial;
4. The date of the response; and
5. An explanation of the procedure to appeal the denial.

- A written notice explaining a request is under review shall set forth the reasons for the review and date when a final response can be expected, which date shall be within 30 calendar days from the date of the notice. The district may advise that the request is under review if any of the following applies:
 1. the requested record requires redaction;
 2. the request requires the district to retrieve records that are stored in a remote location;
 3. the district cannot timely respond due to bona fide and specified staffing limitations;
 4. a legal review is necessary to determine if the record is a public record;
 5. the request does not comply with the district policies regarding access to records; or
 6. the requester has failed to pay applicable fees.
- The district shall render a final determination regarding a written request within thirty (30) days from the date of written notice explaining a request is under review.
- If the district does not provide the requester with a written response within the designated time periods, the written request may be deemed denied and the requester may file an administrative appeal within fifteen (15) business days of the expiration of the designated time period.
- If a requester seeks access to a record determined to contain both public and confidential information, the district shall grant access to the public information contained in that record and redact the confidential information if it is possible. The district, in its sole discretion, may provide public information contained in a redacted record in a format of its choice, which will allow for timely disclosure of public information while simultaneously protecting against the release of confidential information which is not required to be disclosed under the Act.
- If the district redacts information from any record, the redaction will be treated as a partial denial of the record request, and the district will provide the requester with a written response regarding the partial denial.