

**801.2 Response to Request for Access to Public Records of
Avon Grove School District**

I. Information Requested

A written request from requester, _____, for public records was received by the Open Records Officer, on _____. The request was submitted in person, by mail, by facsimile or by email. The request is for inspection, duplication, or both. The medium requested for release is _____ (e.g. paper, electronic, or other), which should be sent to the requester at _____ or will be picked up at the administration office located at 375 South Jennersville Road.

II. Request Granted

- Requester is hereby granted the request on _____.
- The requested public records are available for inspection at the administration building during regular business hours.
- The requested copies of public records are available for pick up at the administration office during regular business hours.
- The requested copies of public records are enclosed herein with a sheet describing the fees due to be paid.
- Copying fees are estimated to exceed \$100.00 and prepayment is required in the amount detailed in the attached sheet.

III. Written Notice of Review

- The requester is hereby sent a Written Notice of Review on _____.

The request is being reviewed for the following reason(s):

- The request for access requires redaction of a public record.
- The request for access requires the retrieval of a record stored in a remote location.
- A timely response to the request for access cannot be accomplished due to staffing

limitations.

Legal review is necessary to determine whether the record is a public record subject to access under the Right-to-Know Law.

The requester has not complied with the Board's Right-to-Know policy in the following manner: _____.

The requester refuses to pay applicable fees.

The extent and nature of the request precludes a response within the required time period.

Following the review, a response to the request will be provided no later than _____.

An estimate of applicable fees owed when the record becomes available is attached hereto.

IV. Denial

A. The requester is hereby denied access to _____

_____ either in whole or in part, because _____

This denial is being issued by the Open Records Officer, on _____.

If requester chooses to appeal this denial of access, the requester may appeal to the Office of Open Records within fifteen (15) business days of the mailing date of this response denying the request or fifteen (15) days of a deemed denial. Should the requester choose to appeal the decision to the Office of Open Records, the appeal should be sent to Office of Open Records, Commonwealth Keystone Building, 400 North Street, Plaza Level, Harrisburg, PA 17120. For more information, please see the Pennsylvania Right-to-Know Law, 65 P.S. §§ 67.1101, *et seq.*

V. **Open Records Officer Information**

Name _____

Title _____

Business Address _____

Business Telephone Number _____

Open Records Officer Signature _____

