

## **Right-To-Know Information**

Pursuant to the Pennsylvania Right-to-Know Law, 65 P.S. Section 67.101 *et seq.* ("RTKL"), public records of the Lake-Lehman School District shall be made available for access and duplication to a requester in accordance with law, Board policy and administrative regulations. The following outlines basic procedures for making a request for public records.

In accordance with Act 3 of 2008, the Right-to-Know Law, requests for public records from the Lake-Lehman School District, may be made through the District's Open Records Officer, Mary Jo Casaldi.

Mailing Address: Lake-Lehman School District, PO Box 38, Lehman, PA 18627-0038

Email requests may be made via this address: [casaldimj@llsd.org](mailto:casaldimj@llsd.org)

Fax requests may be made by dialing 570-675-7657.

The Pennsylvania Office of Open Records has created a standard request form to be used when submitting a request for public records to an agency. This form is provided on our website.

You may contact the Pennsylvania Office of Open Records for general information at: [www.openrecords.pa.gov](http://www.openrecords.pa.gov)

If a request is denied by the District, the requester may file an appeal with the state's Open Records Officer.

Appeals can be submitted to:

Office of Open Records  
Commonwealth Keystone Building  
400 North Street, 4th Floor  
Harrisburg, PA 17120-0225  
Telephone: 717-346-9903  
Fax: 717-425-5343  
email: [openrecords@pa.gov](mailto:openrecords@pa.gov)