

Open Records/Right-to-Know Requests

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 inspection and duplication when requested in accordance with the law.

Requests for access to public records must be submitted in writing utilizing the standard request form. (The form can be accessed on the district's website.) Requests may be made via Email, U.S. Mail, Fax, or in Person.

All requests should be submitted to:

Lake-Lehman School District Open Records Officer: Mary Jo Casaldi, PO Box 38, Lehman, PA 18627-0038. Email: casaldimj@llsd.org. Fax: 570-675-7657.

Note: Please include the words: "Right-to-Know Request" or "Open Records Request" when submitting via Email or Fax. Requests must identify or describe records sought, in sufficient detail and must include the **full name** and address of the individual to receive the district's response. Requests made by phone or anonymous requests will not be accepted.

Fees

Records will be made available at the cost of .25 per copy; single-sided or one side of a double-sided copy 8.5" x 11" or 8.5" x 14" paper. Prepayment will be required when the estimated fees required to fulfill a request are expected to exceed \$100.00. Please see Official RTKL Fee Schedule link included on page (2) of the Standard Right-to-Know Law Request form.

Records shall be provided in the medium requested if they exist in that medium; otherwise, they shall be provided in the medium in which they exist. See Section 701.

Additional Information

For more information regarding "PA Right to Know" please visit:
<https://www.openrecords.pa.gov>

If an Agency denies a record, or a portion of a record, the requester has a right to [file an appeal with the Office of Open Records](#).

The appeal must be submitted to the Office of Open Records within 15 business days of the mailing date of the Agency's response. Appeals should be sent to the Office of Open Records, 333 Market Street, 16th Floor, Harrisburg, PA 17101-2234. They may also be submitted via facsimile to 717-425-5343 or via [email](#) as a Microsoft Word or PDF attachment.

