

**Annville-Cleona School District  
520 South White Oak Street  
Annville PA 17003**

**STANDARD RIGHT-TO-KNOW REQUEST FORM**

DATE REQUESTED: \_\_\_\_\_

REQUEST SUBMITTED BY:       E-MAIL               U.S. MAIL               FAX               IN-PERSON

NAME OF REQUESTOR : \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/COUNTY/ZIP(Required): \_\_\_\_\_

TELEPHONE (Optional): \_\_\_\_\_      EMAIL (optional): \_\_\_\_\_

**RECORDS REQUESTED:** *\*Provide as much specific detail as possible so the agency can identify the information.  
Please use additional sheets if necessary*

**DO YOU WANT COPIES?**    YES    NO

**DO YOU WANT TO INSPECT THE RECORDS?**    YES    NO

**DO YOU WANT CERTIFIED COPIES OF RECORDS?**    YES    NO

**DO YOU WANT TO BE NOTIFIED IN ADVANCE IF THE COST EXCEEDS \$100?**    YES    NO

**RIGHT-TO-KNOW OFFICER:**      Steven Ritter  
520 South White Oak Street  
Annville PA 17003

**\*\* PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES \*\*  
\*\* IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL \*\***

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***FOR AGENCY USE ONLY***

**OPEN-RECORDS OFFICER:**

I have provided notice to appropriate third parties and given them an opportunity to object to this request

**DATE RECEIVED BY THE AGENCY:**

**AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE:**

*\*\*Public bodies may file anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*

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**FEE SCHEDULE FOR RECORDS REQUESTS**

Photocopies	\$.25 per page
Conversion to paper	As defined release
Facsimile Transmissions	Actual cost
Specialized documents	Actual cost
Postage	Actual cost
Record Certification	\$1.00 per record

***Please be advised:***

**Statutory Fees:** If a separate statute authorizes an agency to charge a set amount for a certain type of record, the agency may charge no more than that statutory amount.

**Inspection of Redacted Records:** If a requestor wishes to inspect, rather than receive a copy of a record, and the record contains both public and non-public information, the agency shall redact the non-public information. An agency may not charge the requestor for the redaction. However, the agency may charge for the copies it must make of the redacted material in order for the requestor to view the public record. The fee structure outlined above will apply. If, after inspecting the records, the requestor chooses to obtain the copies, not additional fee may be charged.

**Fee Limitations:** Except as otherwise provided by statute, the law states that **no other fees may be imposed** unless the agency necessarily incurs costs for complying with the request, and such fees must be reasonable. No fee may be imposed for an agency's review of a record to determine whether the record is a public record, legislative record or financial record subject to access in accordance with this Act. No fee may be charged for searching for or retrieval of documents. An agency may not charge staff time or salary for complying with a Right To Know request.

**Prepayment:** Prior to granting a request for access in accordance with this Act, an agency may require a requestor to prepay an estimate of the fees authorized under this section, if the fees required to fulfill the request are expected to exceed \$100.