

Public Records Access
Right to Know Law
SUN Area Technical Institute

In accordance with Right-to-Know Law, (65 P.S. §§67.102 et seq.), requests for access to public records may be filed as follows:

Each request must include the identification of the requested record in sufficient specificity to assist the school in determining what record is requested, the medium in which the record is requested, and the name, address, and phone of the person to receive the School's response. Verbal and anonymous requests will not be accepted.

Open Records Officer

Jennifer Hain, Administrative Director
SUN Area Technical Institute
815 E. Market. St., New Berlin, PA 17855-0527

Requests must be made between the normal business hours of 7:30 a.m. and 3:30 p.m. A complete copy of the policy is available at the school website. Requesters may use the form provided by SUN Tech or made available at our website: www.sun-tech.org, under the Administration tab, Right to Know, or at the link below.

<http://www.sun-tech.org/588110102714332710/lib/588110102714332710/RTKLRequest.pdf>

The state Office of Open Records form may be downloaded from the Office of Open Records website.

Requests will be responded to within 5 business days. Exceptions to the 5 days may occur in accordance with the factors stated in law. Up to a 30-day extension for one of the listed reasons does not require consent of the requestor. The requester may consent in writing to an extension that exceeds 30 days. The school shall notify the requester that the record is available for delivery at the administration office. If the requester does not retrieve a record within 60 days of the school's response, the school shall dispose of the copy and retain any fees paid to date.

Denials may be appealed to:

Chad Cohrs, Chief School Administrator
Selinsgrove Area School District
N. 18th Street, Selinsgrove, PA 17870
570-374-2200

The following fees may be assessed

Postage: Actual cost for mailing, exceeding a single postage stamp

Duplication: \$.15 per side copied

Certification Fee: \$15.00

Record Inspection: No fee

Conversion to Paper: Cost for Duplication

Redaction Fee: \$22.00 per hour

Electronic Medium: Cost for the medium, unless provided by the requester

Enhanced Electronic Access is not available or provided