

PENNSYLVANIA DISTANCE LEARNING CHARTER SCHOOL

Book: Policy Manual
Section: Administration
Title: Public Records Policy
Adopted: November 15, 2004
Revised: December 6, 2010; December 3, 2012

PURPOSE: The purpose of this policy is to establish copy charges for public records requests and put in place a policy for persons or entities who request records and who do not pay for the copies.

SCOPE: This policy applies to anyone requesting public records.

POLICY AUTHORITY: Policy draft is reviewed by the CEO of PDLCS; then (1) sent to the Board of Trustees, and (2) presented at the next formal, public Board Meeting for review, public comments and approval.

DETAILED POLICY STATEMENT: PDLCS shall respond to all Public Records Requests as required and these Requests will be charged to all persons or entities requesting records in accordance with the Right to Know Policy. Persons or entities requesting records shall pay for them before they are mailed, or pay for the copies of records at the time they are picked up. Records shall not be copied for persons or entities who have outstanding balances for copies of records previously requested from this or another public body.