



WEST MIFFLIN AREA SCHOOL DISTRICT
REQUEST FOR ACCESS TO PUBLIC RECORDS
POLICY #801

Under the Right-to-Know Act, codified at 65 P.S. §66.1 et seq, citizens of the Commonwealth of Pennsylvania may inspect the public records of agencies at reasonable times and may make photographs or copies of the records while the records are in the possession, custody and control of the lawful custodian of the records. The records custodian has the right to adopt and enforce reasonable rules governing the making of the copies. The records custodian is the Open Records Officer.

Name of Requester: _____

Address: _____

Telephone Number: _____

Are you a citizen of the Commonwealth of Pennsylvania? Yes ___ No ___

Documents Requested: _____

Preferred Method To Receive Request:

Pickup ___ Mail ___ E-Mail ___ Facsimile ___

Describe documents requested (attach written request to this form if necessary). All requests must be specific. Please note whether you would like to view the requested documents during regular business hours at the district office, have copies mailed to the address above, or receive the requested documents through electronic transfer. Also, note whether you would like the copies of the requested document to be certified.

Fees:	Copies (8 x 11 and 8 x 14): black and white	\$0.25 per copy
	Copies onto electronic media	\$5.00
	Facsimile Transmissions (limit of 25 pages)	\$1.00
	Certification of copies	\$5.00
	Postage:	Actual Cost of Postal Fees

If the estimated cost exceeds One Hundred Dollars (\$100.00), the district may require prepayment.