

Whitehall-Coplay School District

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HUMAN RESOURCES MANAGER

RIGHT-TO-KNOW REQUEST FORM

Extension of Time

Date: _____

Requestor: _____

Address: _____

Dear Requestor:

This acknowledges receipt on _____ of your request for access to public records under the Pennsylvania Right-to-Know Law, as set forth in our request letter attached and incorporated as if repeated herein.

Your request for access is being reviewed and an extension of time to respond is necessary due to the reason noted below:

Section 902. Extension of Time

- _____ (a) (1) the request for access requires redaction of a record in accordance with Section 706;
- _____ (a) (2) the request for access required the retrieval of a record stored in a remote location;
- _____ (a) (3) a timely response to the request for access cannot be accomplished due to bona fide and specified staffing limitations;
- _____ (a) (4) a legal review is necessary to determine whether the record(s) is/are record(s) subject to access under this act;
- _____ (a) (5) the requestor has not complied with the agency's policies regarding access to records;
- _____ (a) (6) the requestor refused to pay applicable fees authorized by this act; or
- _____ (a) (7) the extent or nature of the request precludes a response within the required time period.

I expect to respond to your request within thirty (30) days from the date of this letter. If access is granted, and you requested paper copies, I estimate the applicable fees owed will be:

Copy cost:	\$ _____
Certification:	\$5.00 per record certified
Postage	\$ _____
Other Fees:	\$ _____
Total:	\$ _____

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I will set forth the actual fee cost in the letter granting access, and said costs shall be paid at or prior to my release of the record.

Respectfully,

CHRISTOPHER A. SCHIFFERT
Open Records Officer
Whitehall-Coplay School District
2940 MacArthur Road
Whitehall, PA 18052
(610) 439-1431