



Mifflin County Academy of Science & Technology

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Right to Know Access Procedures

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. Send requests to:

Open Records Officer: Daniel T. Potutschnig
Mifflin County Academy of Science & Technology
700 Pitt Street
Lewistown, PA 17044

dtp10@mcsdk12.org
717-248-3933

Requests must be made between the normal business hours of 7:30 AM and 3:30 PM. A complete copy of the policy is available at the school's website. Requesters may use the form made available by the Office of Open Records (<http://openrecords.state.pa.us>).

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 requester. 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 pick up at the Academy's main 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:

Office of Open Records ("OOR")
Email: openrecrods@pa.gov
Fax: (717) 425-5343

Commonwealth Keystone Building
400 North St., 4th Floor
Harrisburg, PA 17120-0225

The following fees may be assessed:

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

Duplication: \$0.25 per side copied

Certification Fee: \$5.00

Record Inspection: No Fee

Conversion to Paper: Cost for Duplication

Redaction Fee: No Fee

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

Enhanced Electronic Access: Is not available or provided

Last Updated 12/10/15

Adopted 12/17/15 by Operating Committee

References Academy Policy No. 801