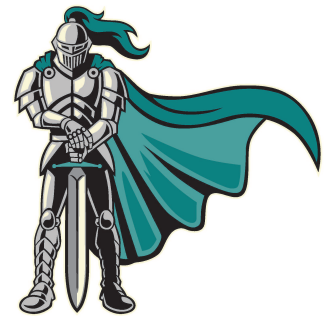


YORK ACADEMY REGIONAL CHARTER SCHOOL RIGHT-TO-KNOW INFORMATION



OPEN RECORDS INFORMATION – Board Policy 801 – Public Records

Guidelines

1. A public record will be provided in its existing medium during regular business hours. Items stored electronically may need to be printed and the print fee will be implemented.
2. Requests shall be submitted in writing by mail, facsimile, or delivered in person to the Right-to-Know Officer. They may also be emailed to kalvarnaz@yorkarcs.org. Please use the York Academy's or State's Right-to-Know request form containing:
 - Identification of record request.
 - Medium requested.
 - Name and address of individual to receive York Academy's response
3. All copying will be done in black on white paper.
4. Fees must be pre-paid.
5. There is no fee for staff time or resources used to evaluate a request of access to public records.

The full text of Board Policy 801 is available on the York Academy website under Board Policies.

Timeline

1. District response to a request will be sent within five (5) business days of receipt by Right-to-Know Officer. If response is not provided within five (5) business days, the request shall be deemed denied.
2. If the York Academy determines that more than five (5) business days are required to respond to request, written notice shall be provided indicating a date when a response is expected.

Fee Structure

- Copies
A "photocopy" is considered either a single-sided copy or one side of a double-sided black- and-white copy of a standard 8.5" x 11" page. Fee: \$0.25 per page
- Certification of a Record
Fee: \$5.00 per record, not per page
Please note: Certification fees do not include notarization fees
- Specialized Documents
Examples: blue prints, color copies, non-standard sized documents, etc.
Fee: Actual Cost
- Facsimile/Microfiche/Other Media
Fee: Actual Cost
- Redaction Fee
Fee: No Cost (A redaction fee may not be imposed if redaction can be done electronically) Printing to redact follows copy fee schedule
- Conversion to Paper
If a record is only maintained electronically or in other non-paper media and needs to be converted to paper.
Fee: \$0.25 per copy

Pennsylvania's Right-to-Know Information

For additional information regarding Pennsylvania's Right-to-Know Law, please visit the state's Office of Open Records site:
<https://www.openrecords.pa.gov/RTKL/About.cfm>