

**EDINBORO UNIVERSITY OF PENNSYLVANIA  
UNIVERSITY PROCEDURE**

**2008 PENNSYLVANIA RIGHT-TO-KNOW LAW  
OPEN RECORDS REQUESTS**

**OBJECTIVE**

Edinboro University of Pennsylvania complies with Pennsylvania's Right to Know Law, Act 3 of 2008. The purpose of the law is to ensure transparency in governmental operations by making readily available Commonwealth records. The legislation is also commonly referred to as "Pennsylvania's Open Records Law."

All requests for official public records of Edinboro University of Pennsylvania must follow the process outlined in the next section.

**PROCESS**

1. Requests for access to records are accepted by email, U.S. mail, fax, or in person.
2. The requestor may use the Open Records Request Form provided below.
3. If the requestor chooses not to use the form the following information should be provided in the request: Date Requested, Requestor Name, Street Address, City/State/County (required); Telephone or cell number (optional) and e-mail address if the information is to be provided electronically.
4. The requestor should provide as much specific detail as possible in order for Edinboro University to identify the information requested.
5. The requestor should inform the Open Records Officer of the number of copies requested, whether inspection of records in lieu of copies is requested, or whether certified copies of records is requested.
6. The requestor must pay applicable duplication fees prior to release of the records. There are no fees if the requestor wishes to inspect records in lieu of requesting copies or if the information is to be provided electronically.
7. If, after notification of the availability of the records at the Social Equity Office or the President's Office of Edinboro University, the requestor fails to retrieve the records within 60 calendar days of the University's notification, the University will dispose of the documents and retain the applicable fees.

The Open Records Officer may ask the requestor for more specificity as to the nature of the documents requested but cannot ask or require the requestor to reveal the purpose of the request.

**TIME FRAME**

Edinboro University must respond within five (5) business days once the request is received by the Open Records Officer or the Alternate Open Records Officer. For

purposes of determining the end of the 5-business day period, the day that a request is received (or deemed to be received) is not counted; the first day of the 5-business day period is the University's next business day. The University's regular business hours begin at 8:00 a.m. and end at 4:30 p.m. during the academic year and 8:00 a.m. to 4:00 p.m. during the summer.

The University can request an extension of time of up to thirty (30) calendar days in addition to the five (5) business days if the following applies:

1. The request requires redaction.
2. The request requires retrieval of records from a remote location.
3. Response cannot be completed due to bona fide staffing issue.
4. Legal review is required to determine if the record is subject to access.
5. The requestor has not complied with the University's procedure regarding access to the records.
6. The requestor refuses to pay applicable fees.
7. The extent or nature of the request precludes response within the required time period.

Edinboro University will inform the requestor of receipt of the request, including the date the request was deemed received.

If a request is delivered to someone other than the Open Records Officer, it shall be forwarded to the Open Records Officer in a reasonable time. The five (5) business day period for a response to the request begins once the designated Open Records Officer receives the request.

### **APPLICABLE FEES**

The requestor is required to pay duplication fees prior to release of the records. The duplication fee schedule is established by the Pennsylvania Office of Open Records and is located on its website.

### **APPEAL**

If Edinboro University denies a request for records, in whole or in part, or it is deemed denied by the passage of time, the requester may file an appeal with the Pennsylvania Office of Open Records within fifteen (15) business days of the mailing date of the University's response or within fifteen (15) business days of the deemed denial. The appeal shall state the grounds upon which the requester asserts that the record is a public record and shall address any grounds stated by the University for delaying or denying the request.

Appeals shall not be filed with Edinboro University once it has issued a determination to a request or a request is deemed denied.

## CONTACT INFORMATION

Open Records Officer: Valerie O. Hayes, J.D., M.S.W., 814-732-2167

Alternate Open Records Officer: Kimberly A. Fabrizio, M.S., 814-732-1387

Open Records Email Address: [openrecords@edinboro.edu](mailto:openrecords@edinboro.edu)

Pennsylvania Office of Open Records at <http://openrecords.state.pa.us>

Approved by: Jeremy D. Brown, President

Effective Date: December 31, 2008

Review Date As Required

President's Office

**EDINBORO UNIVERSITY OF PENNSYLVANIA**

**STANDARD OPEN RECORDS REQUEST FORM**

**DATE REQUESTED:**

**REQUEST SUBMITTED BY:** E-MAIL U.S. MAIL FAX IN-PERSON

**REQUESTOR'S NAME:**

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**STREET  
ADDRESS:** \_\_\_\_\_

**CITY/STATE/COUNTY  
(Required):** \_\_\_\_\_

**TELEPHONE  
(Optional):** \_\_\_\_\_

**RECORDS REQUESTED:**

*\*Provide as much specific detail as possible so the agency can identify the information.*

**DO YOU WANT COPIES? YES or NO**

**DO YOU WANT TO INSPECT THE RECORDS? YES or NO**

**DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO**

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**OPEN RECORDS OFFICER:**

**ALTERNATE OPEN RECORDS OFFICER:**

**DATE RECEIVED BY THE AGENCY:**

**AGENCY FIVE (5)-DAY RESPONSE DUE:**

*\*\*Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*