3.	Authority
	65 P.S.
	Sec. 67.302,
	67.305, 67.504,
	67.701

The Board shall make the district's public records available for access and duplication to a requester, in accordance with law, Board policy and administrative regulations.

#### 4. Delegation of Responsibility 65 P.S. Sec. 67.502

The Board shall designate an Open Records Officer, who shall be responsible to:

- 1. Receive written requests for access to records submitted to the district.
- 2. Review and respond to written requests in accordance with law, Board policy and administrative regulations.
- 3. Direct requests to other appropriate individuals in the district or in another agency.
- 4. Track the district's progress in responding to requests.
- 5. Issue interim and final responses to submitted requests.
- 6. Maintain a log of all record requests and their disposition.
- 7. Ensure district staff are trained to perform assigned job functions relative to requests for access to records.

65 P.S. Sec. 67.502, 67.901, 67.1101 Upon receiving a request for access to a record, the Open Records Officer shall:

- 1. Note the date of receipt on the written request.
- 2. Compute and note on the written request the day on which the five-day utn rtj'wxGqHj0 05, 67.504,

	A requester's right of access does not include the right to remove a record from the control or supervision of the Open Records Officer.
65 P.S. Sec. 67.302	The district shall not limit the number of records requested.
65 P.S.	When responding to a re

Sec. 67.705

	2. Medium in which the record is requested.
	3. Name and address of the individual to receive the district's response.
65 P.S. Sec. 67.703	The district shall not require an explanation of the reason for the request or the intended use of the requested record, unless otherwise required by law.  Fees
	<u>Fees</u>

65 P.S. Sec. 67.1307

		Extension Of Time
I	65 P.S. Sec. 67.901, 67.902	If the Open Records Officer determines that an extension of time is required to respond to a request, in accordance with the factors stated in law, written notice shall

	<ul><li>4. Date of the response.</li><li>5. Procedure for the requester to appeal a denial of access.</li></ul>
65 P.S. Sec. 67.506	The Open Records Officer may deny a request for access to a record if the requester has made repeated requests for that same record and the repeated requests have placed an unreasonable burden on the district.
65 P.S. Sec. 67.506	The Open Records Officer may deny a request for access to a record when timely access is not possible due to a disaster, or when access may cause physical damage or irreparable harm to the record. To the extent possible, a record's contents shall be made accessible even when the record is physically unavailable.
45 D C	Information that is not subject to access and is do a

65 P.S. Sec. 67.706, 67.903 Information that is not subject to access and is de a