



## Open Records Policy

Pursuant to Section 504 of the Right-to-Know Law, 65 P.S. §67.101 et seq. (RTKL), Belmont and Belmont Academy Charter School Boards set forth the following policies, process and procedures regarding responses by our schools to public record requests made pursuant to the RTKL.

### Requests

A **written** request to either Belmont Charter School or Inquiry Charter School made under the RTKL must be addressed and submitted to the Open Records Officer (ORO) as follows:

Ms. Jennifer Faustman

Open Records Officer

Belmont Charter School / OR Inquiry Charter School

By Mail: 1301 Belmont Avenue

Philadelphia, PA 19104

By Fax: (215)790-1475

By Email: [Jennifer.faustman@belmontcharternetwork.org](mailto:Jennifer.faustman@belmontcharternetwork.org)

All requests should state that the request is being made pursuant to RTKL and must also include the name of the requestor and the address to which the response will be delivered. The request should identify the specific school from which the request is being made and should also describe the record sought with sufficient specificity to enable the ORO to establish which record is being requested. All requests should be submitted in person, by email, fax or facsimile. *The ORO will refuse to accept any oral request or any written request that does not identify the requester.*

If a request is delivered to someone other than the Open Records Officer, it will be forwarded to the ORO promptly. Once the ORO has received the request, a response will be given to the requester within five (5) business days.

## **Reponses**

Upon receipt of a written request, The ORO for Belmont Charter School and Inquiry Charter School will determine if the requested record is a public record. The ORO shall make the schools' public records available for inspection and duplication for any state resident, in accordance with Board policy and procedures, with the exception of any record exempted by state or federal law. Additionally, the Board will not grant public access to any record that would constitute an invasion of an individual's privacy.

The following are the possible responses to requests:

1. Granted
2. Denied
3. Granted in part and denied in part
4. Interim Response

## **Granted Requests**

If a request is granted and the requester would like to see the record in-person, the ORO will provide the requester with access to the offices of Belmont Charter School or Inquiry Charter School by appointment only between the hours of 9:00am and 5:00pm Monday thru Friday on regular school days.

If the requester wants a copy of a public record via email, fax, or mail, the ORO will provide the copy in the requested medium.

*Please note that if written copies are requested there is a Board approved fee of \$.25 per page to copy a document. Check or money orders will need to be made in advance of the copies being received.*

Upon the requester completing the review of requested records and/or receiving requested copies, the Requester will be required to sign a form stating that their request has been granted.

## **Denied or Denied in Part Requests**

Should a request be either denied in whole or in part, the ORO will issue a final written response that will include a description of the requested record and an explanation that will set forth the specific reasons for the denial. The requester will also receive the procedures on how to appeal the response, if desired.

## **Interim Response**

Certain conditions may require the ORO to need more time in order to respond to a records request. In this case the ORO will give the requester written notice that additional time is required. This response is

considered an “interim response”. The following is a list of some of the specific conditions but is not limited to:

1. The request requires redaction of a public record;
2. The request requires the retrieval of the a document from a remote location;
3. A response cannot reasonably be made within five business days due to staffing limitations, which would be specified in the response;
4. A legal review of any of the documents is necessary to determine the eligibility under RTKL;
5. The requester has not complied with the policies set forth in regards to access to public records;
6. The requester has not complied with the prepayment of fees that are required to fulfill the request;
7. The requested is not a legal resident of the United States (identification may be required);
8. The extent or nature of the documents being requested is not possible within the required period of time.

All interim responses will be sent to the requester on or before the end of the five day response period and will state that the request is being reviewed and the reason for the review. It shall also state a date that a response will provided within 30 business days. Should the response required exceed 30 business days, following the five days permitted in the RTKL, the request for access shall be deemed denied unless the requester has agreed to an extension to the date specified in the notice.

Should an extension be requested it will not be for more than 30 days without Requester approval. An extension letter will be sent to the requester within 5 business days that states the reason for the extension.

For the purposes of RTKL, all responses will be made within five (5) business days from the date in which the written request is received by the ORO. Business days are considered only days in which the school offices are open and exclude days the schools are closed for all or part of the day due to holidays, inclement weather, natural or other disasters or due to the request of the local, state or federal government.