

Right-to-Know Requests

Standard Right-to-Know Law Request Form

Anyone seeking access to or duplication of a public record must submit a written request using this form. <https://www.openrecords.pa.gov/Documents/RTKL/RTKRequestForm.pdf>

This request must identify or describe the public record with sufficient specificity to allow the district to determine which record is being requested, and must include the name and address to which the district should send its response.

How to Submit a Right-to-Know Request

Upon completing a right-to-know form, please submit it in one of the following manners:

By e-mail: Send, as a completed and signed scanned attachment, to the attention of Michael Larkin at mlarkin@mnsd.org. An e-mail will not be considered submitted until a complete, accessible copy of that e-mail is received by the person to whom it is addressed.

By regular mail: Send to the attention of Michael Larkin at the district administrative building at 40 Media Line Road, Newtown Square, PA 19073.

Response to Right-To-Know Request

By law, the agency must respond within five (5) business days with the requested documents or notify requestor of a request for a 30-day extension for exceptions listed below:

Exceptions: (Extensions for the five (5) business day requirement are set forth in [Section 902 of the Right-to-Know Law](#))

- The request requires redaction of a record;
- The request requires the retrieval of a record stored in a remote location;
- A timely response is not possible due to bona fide staffing limitations;
- Legal review to determine if the record can be accessed;
- Requestor has not complied with the districts policies regarding access to records;
- Requestor refuses to pay applicable fees; or
- The extent or nature of the request precludes a response within the required time.

PA Office of Open Records Citizens Guide

For more information: <https://www.openrecords.pa.gov/RTKL/CitizensGuide.cfm>