

THE SCHOOL DISTRICT OF PHILADELPHIA

No. 801

Section: 800 Operations

Title: Public Records

Adopted: April 27, 1981

Revised: November 19, 2020

801 PUBLIC RECORDS

Purpose

The Board of Education (“Board”) recognizes the importance of maintaining public records as the record of the School District of Philadelphia’s (“District”) activities and the repository of information about the District. The purpose of this policy is to establish the process for the public to exercise the right to inspect and procure copies of public records in the possession, custody, or control of the District.

Authority

The Pennsylvania Right to Know Law (“RTKL”) requires that the Board adopt a policy to implement the requirements of the RTKL. [1]

The Board shall make the District's public records available for inspection and duplication to a requester during the regular business hours, in accordance with the Pennsylvania Right-to-Know Law or other applicable access law. [1]

Delegation of Responsibility

The Board directs the Superintendent or their designee, through the Office of General Counsel, to designate an employee of the District to serve as the 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 the RTKL;
3. Direct requests to other appropriate individuals in the District or in another agency;
4. Track the District’s progress in responding to requests; and
5. Issue interim and final responses to submitted requests.

The District may designate a Deputy or Secondary Open Records Officer to act in the absence or unavailability of the Open Records Officer.

The Open Records Officer shall develop administrative procedures to implement this policy in accordance with the requirements set forth in the RTKL.

Mandatory Regulatory Procedures

The Open Records Officer shall ensure that the following information is posted at the District administrative office and on the District's website:

1. Contact information for the Open Records Officer;
2. Contact information for the state's Office of Open Records or other applicable appeals officer;
3. The form to be used to file a request, with a notation that the state Office of Open Records form may also be used if the District decides to create its own form; and
4. Board policy and administrative procedures governing requests for access to the District's public records.

Legal References:

1. [65 P.S. 67. 101, et. seq.](#)