

RECORDS REQUEST LETTER

This request for access to records may be submitted in person, by mail, by e-mail, or by fax

_____ Date

Open-Records Officer – Rena Davis
Central Pennsylvania Digital Learning Foundation
721 N. Juniata Street, Suite 3
Hollidaysburg, PA 16648
e-mail address: rdavis@cpdlf.org
fax #: (814) 702-0433

Dear Mrs. Davis:

Please consider this an official written request for information from Central Pennsylvania Digital Learning Foundation (CPDLF). I would like access to the following records:

ALL APPLICABLE FEES SHALL BE PAID IN ORDER TO RECEIVE ACCESS TO THE RECORD(S) REQUESTED, IF APPROVED.

[List individually the records you wish to access and the medium you would prefer. The record will be provided in that medium if it exists in that medium, otherwise, it shall be provided in the medium in which it exists. Be as specific as possible. Use the back of this letter, if more space is needed.]

I believe the above documents constitute public records pursuant to Pennsylvania's Right to Know Law, 65 P.S. §§ 66.1 et seq. You may contact me at the following regarding arrangements for the disclosure of the information:

Name: _____

Address: _____

Email: _____

Phone #: _____

If you decide to refuse this request, please provide me with a written statement of the reasons for denial. If your denial is based upon a statute, regulation or court decision, please cite that law or case, including the specific section or sections you rely upon, in your written response.

I look forward to the Central Pennsylvania Digital Learning Foundation informing me of their decision within five (5) business days from the date this written request is received by the Open Records Officer. It is my understanding that if CPDLF fails to respond within five (5) business days of the receipt of this request, the request is deemed denied.

Sincerely,

(Signature)

(Print Name)