



Jamestown Area School District

Box 217, Jamestown, PA 16134

TRACY L. REISER
Superintendent
Phone: 724-932-5557
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MEMORANDUM

TO: School District Employees
FROM: Superintendent
DATE: May 23, 2017
RE: Open Records Law

The new Open Records Law becomes effective on January 1, 2009 pursuant to Act 3 of 2008. The Open Records Law applies directly to the Jamestown School District. Section 703 of Act 3 of 2008 requires that all employees be directed to forward requests for records to the School District's Open Records Officer.

The contact information for the District's Open Records Officer is as follows:

NAME: Tracy L. Reiser
OFFICE: Superintendent's Office
ADDRESS: 204 Shenango Street, P.O. Box 217, Jamestown, PA 16134
TELEPHONE: 724-932-5557
FAX: 724-932-5632
EMAIL: tracy_reiser@jamestown.k12.pa.us

The contact information for the Commonwealth of Pennsylvania Office of Open Records is:

Commonwealth of Pennsylvania Office of Open Records
400 North Street
Harrisburg, PA 17120

Phone: 717-346-9903
Website: www.openrecords.pa.gov

The law provides a strict time line that District must comply with upon receipt of a request for Open Records. As such, any request for Open Records that you may receive must be forwarded to the Open Records Officer immediately.

If you have any questions or concerns, please feel free to contact the District's Open Records Officer.