

## MEMORANDUM

TO: School District Employees

FROM: Superintendent

DATE: April 8, 2014

RE: Open Records Law

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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](mailto:tracy_reiser@jamestown.k12.pa.us)

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.