



# Jamestown Area School District

Box 217, Jamestown, PA 16134

TRACY L. REISER  
Superintendent  
Phone: 724-932-5557  
Fax: 724-932-5632

## 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@jasdmuskies.com](mailto:Tracy.Reiser@jasdmuskies.com)

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](http://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.