



**RIGHT – TO – KNOW RESPONSE FORM**

**EXTENSION OF TIME**

**Date:** \_\_\_\_\_

**Requestor:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City/State/County (Required):** \_\_\_\_\_

**Dear Requestor:**

**This acknowledges receipt on (Date) of your request for access to public records under the Pennsylvania Right-to-Know Law, as set forth in your request letter attached and incorporated as if repeated herein.**

**Your request for access is being reviewed and an extension of time to respond is necessary due to the reason noted below:**

**Section 902. Extension of time.**

\_\_\_\_\_ (a) (1) **The request for access requires redaction of a record in accordance with Section 706;**

\_\_\_\_\_ (a) (2) **The request for access requires the retrieval of a record stored in a remote location;**

\_\_\_\_\_ (a) (3) **A timely response to the request for access cannot be accomplished due to bona fide and specified staffing limitations;**

\_\_\_\_\_ (a) (4) **A legal review is necessary to determine whether the record is a record subject to access under this act;**

\_\_\_\_\_ (a) (5) **The requester has not complied with the agency's policies regarding access to records;**

\_\_\_\_\_ (a) (6) **The requester refuses to pay applicable fees authorized by this act; or**

\_\_\_\_\_ (a) (7) The extent or nature of the request precludes a response within the required time period.

I expect to respond to your request within thirty (30) days from the date of this letter. If access is granted, and you requested paper copies, I estimate the applicable fees owed will be:

Copy fee: \$ \_\_\_\_\_

Certification fee: \$ \_\_\_\_\_

Postage fee: \$ \_\_\_\_\_

Other fees: \$ \_\_\_\_\_

I will set forth the actual fees cost in the letter granting access, and said costs shall be paid at or prior to my release of the record.

Respectfully,

**Mike Ognosky**  
**Superintendent of Schools**  
**Open Record Officer**  
**Montrose Area School District**  
**80 High School Road**  
**Montrose, Pa. 18801**  
**Telephone: (570) 278-6298**

cc: Ellis Katz, Solicitor