

Right to Know Law & Procedures

Right to Know Law:

Former Governor Edward G. Rendell signed the new Right-To-Know law on February 14, 2008 fundamentally changing the way people access public records of their government. This Web page has been created in response to that law, which fully takes effect January 1, 2009.

For more information about the law - [click here](http://openrecords.state.pa.us/portal/server.pt) (http://openrecords.state.pa.us/portal/server.pt)

Jefferson County - DuBois AVTS Open-Records Officer:

All requests for information from the Jefferson County - DuBois AVTS under the Right to Know law should be directed to:

Jefferson County - DuBois AVTS
Sherry Hasselman
576 Vo-Tech Road
Reynoldsville, PA 15851
PHONE: 814-653-8265 ext 118
FAX: (814) 653-8425
EMAIL: hasselman@jefftech.us

You may fill out a request form by clicking [here](#). Please note that this form requires Adobe Reader.

(http://docs.jefftech.us/EF_RightToKnow.pdf)

The following fee structure is in place for all requests under the Right to Know law:

Record Type:	Fee:
A "photocopy" is either a single-sided copy or one side of a double-sided black and white copy of a standard 8.5' x 11" page	\$0.25 a page
Certification of a Record	\$5.00 per record

Specialized documents (For example, blue prints, color prints, non-standard size documents)	Actual cost for postage
Prepayment: Prior to granting a request for access in accordance with this Act, an agency may require a requester to prepay an estimate of the fees authorized under this section if the fees required to fulfill the request are expected to exceed \$100.	Actual cost for postage

Once the request is fulfilled and prepared for release, the fees must be collected before the release of the records.

Commonwealth of Pennsylvania Office of Open Records:

Commonwealth of Pennsylvania
Office of Open Records
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120-0225
PHONE: 717-346-9903
FAX: 717-425-5343
EMAIL: openrecords@state.pa.us
WEBSITE: <http://openrecords.state.pa.us/>

The uniform request form developed by the Office of Open Records can be found at <http://openrecords.state.pa.us/>.