

RIGHT TO KNOW INFORMATION

The Right to Know Law is Pennsylvania's Open Records Law. It was signed into law on February 14, 2008. Most of the current RTKL took effect on January 1, 2009, but the entire law took effect in three stages.

- On February 14, 2008, the title and definitions went into effect and the Office of Open Records was officially created.
- On July 1, 2008, the law required all state contracts exceeding \$5,000 to be posted on the Pennsylvania Treasury's website.
- On January 1, 2009, the remaining portions of the law went into effect.

To obtain a public record from the Tunkhannock Area School District, please download the proper form and submit it to the Office of Open Records Officer.

Open Records Officer: Mary Gene Eagen

Assistant to the Superintendent/Open Records Officer

41 Philadelphia Avenue

Tunkhannock PA 18657

Phone: (570) 836-3111, Extension 1002

Fax: (570) 836-2942

marygene.eagen@tasd.net

Right to Know Forms can be accessed here: <https://www.openrecords.pa.gov>

School Board Policy as it relates to RTKL can be found on the district website www.tasd.net, click on School Board, and then School Board Policy. Please refer to Policy No. 801 Public Records.

REQUESTING INFORMATION UNDER THE RIGHT-TO-KNOW LAW

**To request records under Pennsylvania's Right-to-Know Law,
you may file a request with this Agency's Open Records Officer:**

Mary Gene Eagen
Tunkhannock Area School District
41 Philadelphia Avenue
Tunkhannock PA 18657
Phone: (570)836-3111 Extension 1002
Fax: (570)836-2942
Email: marygene.eagen@tasd.net
Website: www.tasd.net

**To challenge this Agency's response to a RTKL request,
you may file an appeal within 15 business days with:**

Office of Open Records
333 Market Street, 16th Floor
Harrisburg, PA 17101-2234
Phone: (717) 346-9903
Fax: (717) 425-5343
Email: openrecords@pa.gov
Website: <http://openrecords.pa.gov>

**To challenge this Agency's response to a RTKL request for criminal investigative records,
you may file an appeal within 15 business days with:**

Wyoming District Attorney's Office
1 Courthouse Square 3rd Floor
Tunkhannock PA 18657
Phone: (570)836-4681
Fax: (570)836-4781
Website: <https://wycopa.org>

**In compliance with Section 504 of the RTKL,
the following documents have also been posted at this Agency:**

A form which may be used to file a request.
This Agency's policy relating to the RTKL.