

To: All requestors of documents held by Keystone School District

From: Vernon F. Lauffer – Open Records Officer of Keystone School District

Date: January 1, 2009

As of January 1, 2009, the Commonwealth of PA has mandated new regulations as pertaining to the disclosure of records held by Keystone School District. To familiarize yourself with these new regulations, please refer to the website “<http://openrecords.state.pa.us>”.

To formally request documents, you must utilize the official request form as found on our website “[keyknox.com](http://keyknox.com)” and send your properly completed request form to **Vernon F. Lauffer** via one of the following four options:

Email                      **[vlauffer@keyknox.com](mailto:vlauffer@keyknox.com)**

US Mail                    **Keystone School District**  
**451 Huston Ave.**  
**Knox, PA 16232**

Fax                            **(814) 797-2382**

In-person                 **District Office**  
**451 Huston Ave.**  
**Knox, PA 16232**

You can expect a response to your request within 5 business days.