

UNION CITY AREA SCHOOL DISTRICT

RIGHT-TO-KNOW LAW

You have the right to request access to the Union City Area School District's public records. Request for public records are to be made to the Open Records Officer. Requests may be submitted in person, by mail, by email, or by facsimile. Requests may be oral or written, and may be made using the Union City Area School District Public Records Request Form. The form is available from the Open-Records Officer, in the District Administration Office, or online at www.ucasd.org.

Additionally, requests may be made using the Pennsylvania Office of Open Records Uniform Request Form, available at www.openrecords.state.pa.us.

Regulations, policies and procedures of the Union City Area School District are available from the Open-Records Officer, in the District Administration Office, or online at www.ucasd.iu5.org.

The *Union City Area School District* Open-Records Officer may be contacted at:

Name: Ann Sill
Address: 107 Concord Street
Union City, PA 16438
Phone: (814) 438-3804, ext. 5454
Email: asill@ucasd.iu5.org
Fax Number: (814) 438-2030

The Pennsylvania Office of Open Records may be contacted at:

Address: Commonwealth of Pennsylvania
Office of Open Records
Commonwealth Keystone Building
400 North Street, Plaza Level
Harrisburg, PA 17120-0225
Phone: (717) 346-9903
Email: openrecords@state.pa.us