

## **Canon-McMillan School District**

### **Open Records Information**

The Right-to-Know law is Pennsylvania's Open Record Law, which permits requesters the right to inspect and duplicate certain records of government agencies. This law applies to all record requests made on or after January 1, 2009. Right-to-Know law requests are time sensitive and consequences are faced by the school district if employees do not treat these requests and the open-records officer's requirements relating to the requests as high priority matters requiring urgent and immediate action.

Any employee who encounters a request for records is directed to forward written requests to the Open Records Officer.

Our **Open Records Officer** is:

Scott Chambers, Assistant Superintendent  
Canon-McMillan School District  
1 North Jefferson Avenue  
Canonsburg, PA 15317  
Phone: 724-746-2940 x 9104  
Fax: 724-746-9184  
[chamberss@cmsd.k12.pa.us](mailto:chamberss@cmsd.k12.pa.us)

The fee for per page duplication is \$.25 per page.

The website address for the Office of Open Records is <http://openrecords.state.pa.us>

The request form for this purpose, along with this information, will be posted on our district website.

[Link to the Open Records Form \(click here\)](#)

[Link to the Open Records Policy 801](#)