

## UNION CITY AREA SCHOOL DISTRICT

### ***RIGHT-TO-KNOW LAW***

You have the right to request access to the public records of the Union City Area School District. 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 open records standard RTK request form linked below. The form is also available in the District Administration Office or online at [www.ucasd.org](http://www.ucasd.org).

Additionally, requests may be made using the Pennsylvania Office of Open Records Uniform Request Form, available at <https://www.openrecords.pa.gov/Documents/RTKL/RTKRequestForm.pdf>

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.org](http://www.ucasd.org).

#### Contact information:

##### OPEN RECORDS OFFICER

Lisa Rosenthal  
107 Concord Street  
Union City, PA 16438  
E-mail: [lrosenthal@ucasd.org](mailto:lrosenthal@ucasd.org)  
Phone: (814) 438-3804, ext. 5454  
Fax: (814) 438-2030

##### ALTERNATE OPEN RECORDS OFFICER

Janet Gregor  
107 Concord Street  
Union City, PA 16438  
E-mail: [jgregor@ucasd.org](mailto:jgregor@ucasd.org)  
Phone: (814) 438-3804, ext. 5453  
Fax: (814) 438-2030

#### The Pennsylvania Office of Open Records may be contacted at:

Address: Commonwealth of Pennsylvania  
Office of Open Records  
333 Market Street, 16<sup>th</sup> Floor  
Harrisburg, PA 17101-2234

Phone: (717) 346-9903

Fax: (717) 425-5343

Email: [openrecords@state.pa.us](mailto:openrecords@state.pa.us)

Webpage: <https://www.openrecords.pa.gov/>