

**BENSALEM TOWNSHIP SCHOOL DISTRICT  
PUBLIC RECORD REQUEST FORM**

Upon receipt of a written request for access to a record, the School District shall make a good faith effort to determine if the record requested is a public record and to respond as promptly as possible under the circumstances existing at the time of the request, but shall not exceed five (5) business days from the date the written request is received. If the School District fails to send the response within five (5) business days of receipt of the request for access, the written request for access shall be deemed denied.

Exceptions to the five (5) day response period will be made for up to thirty (30) additional days, for the following reasons:

- 1. Redaction of a public record is requested.
- 2. Retrieval of a record stored in a remote location.
- 3. Bona fide and specified staffing limitations.
- 4. Legal review is necessary to determine whether the record is a public record subject to access under Act 100 of 2002.
- 5. Requestor has not complied with policy regarding access to records.
- 6. Requestor refuses to pay applicable fees set forth. (Cost per copy is \$.25.)

Date of Request: \_\_\_\_\_ Phone/Fax #: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_

Address: \_\_\_\_\_

Records Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_