

Bellefonte Area School District  
318 No. Allegheny Street  
Bellefonte, PA 16823

## **Public Records Requests**

Written request for public records should be addressed to:

Dr. James T. Masullo, Jr.  
Open Records Officer  
Bellefonte Area School District  
318 No. Allegheny Street  
Bellefonte, PA 16823

Fee Structure:

1. Fees for the actual cost of mailing the requested records.
2. Fifteen cents (\$ .15) per page for duplication by photocopying or printing or other means of duplication.
3. Three dollars (\$3.00) for official certification if requested by the requestor.
4. Reasonable fees to cover other types of reproduction costs, including conversion, electronic access, etc.
5. Allowable additional actual costs incurred by the district which are necessary for complying with the request.

Note: The district will disclose identifiable and existing public records but is not required to synthesize, compile, maintain, format, or organize records in response to a request.

Additional information regarding Public Records:

1. Bellefonte Area School District Public Record Policy No. 801 – visit [www.basd.net](http://www.basd.net)
2. Commonwealth of Pennsylvania - Open Records Information <http://openrecords.state.pa.us/portal/server.pt?>