



Administrative Offices
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Dr. TIMOTHY MATLACK
District Superintendent
(610) 779-0554

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Business Manager
(610) 779-2606

OPEN RECORDS INFORMATION

Information regarding the Antietam School District's Open Record policies and procedures in compliance with the Right-to-Know Law – 65 P.S. Sec. 67.101 *et seq.* and PA School Code – 24 P.S. Sec. 408 518 and Antietam School District Board Policy #801, is as follows:

- 1) District Open Records Officer: Dr. Timothy Matlack, Superintendent
Antietam School District
100 Antietam Road
Reading, PA 19606
610-779-0554
tmatlack@antietamsd.org
- 2) Pennsylvania Office of Open Records Right-to-Know Law Official
Pennsylvania Department of
State Room 307, North Office
Building Harrisburg, PA 17120
Fax: 717-772-4175
- 3) Open records request forms: Available at the District Office or
Online at www.antietamsd.org
- 4) Board Policy and Regulations: Available at the District Office or
Online at www.antietamsd.org
- 5) Appeals and Information: Should the district deny your request, you have the right
to appeal the decision to the state office of Open
Records. Information with regard to [PA Open
Records](#) can be found at their website,
<http://www.openrecords.pa.gov>.