



Clarion County Career Center

447 Career Lane Shippenville, PA 16254
814.226.4391 Fax 814.226.7350

OPEN RECORDS REQUEST PROCEDURES

As of January 1, 2009, the Commonwealth of Pennsylvania has mandated new regulations pertaining to the disclosure of records held by the Clarion County Career Center. To familiarize yourself with these new regulations, you may refer to: www.openrecords.pa.gov

To Formally Request documents, you must utilize the official request form (found on our website clarioncte.org or school office) and send your properly completed request form to:

US Mail	Open Records Request Attn: Doug Mays, Interim Director 447 Career Lane Shippenville, PA 16254
Email	dmays@clarioncte.org
Fax	814-226-7350
In-person	Clarion County Career Center 447 Career Lane Shippenville, PA 16254
PA Office of Open Records	Commonwealth of Pennsylvania Office of Open Records Commonwealth Keystone Building 400 North Street, 4th Floor Harrisburg, PA 17120-0225 Phone: 717-346-9903 Fax: 717-425-5343 General Email: openrecords@pa.gov

You can expect a response to your request within 5 business days.