



FINAL DETERMINATION

DATE ISSUED AND MAILED: June 18, 2026

IN RE: *Curtis James v. Central Dauphin School District*, OOR Dkt. AP 2026-1510

Upon review of the appeal filed with the Office of Open Records (“OOR”) to the above-referenced docket number, as well as Central Dauphin School District’s (“School District”) submissions, it is determined that the appeal is **DENIED** because:

An agency may promulgate policies to govern its administration of the Right-to-Know Law (“RTKL”). 65 P.S. § 67.504(a). An agency that has a posted policy requiring the use of a form may deny access to records where a requester fails to use the required form. *See, e.g., Miller v. Chester County*, OOR Dkt. AP 2025-3497, 2025 PA O.O.R.D. LEXIS 3384. In this case, the School District has a posted policy requiring the use of the School District’s request form or the OOR’s standard request form.¹ Bard Attestation, ¶¶ 4-7. Because the Requester did not submit the Request on one of the required forms, the School District was permitted to deny the Request due to the Requester’s failure to comply with the School District’s RTK policy. However, nothing in this Final Determination precludes the Requester from filing a new request with the School District, consistent with the requirements in the School District’s RTK policy, and filing an appeal of any denial or deemed denial stemming from the request, pursuant to the requirements of 65 P.S. § 67.1101(a).

For this reason, the School District is not required to take any further action. Within thirty days of the mailing date of this Final Determination, either party may appeal or petition for review with the Dauphin County Court of Common Pleas. 65 P.S. § 67.1302(a). All parties must be served with notice of the appeal. The OOR also shall be served notice and have an opportunity to respond according to court rules as per 65 P.S. § 67.1303, but as the quasi-judicial tribunal adjudicating this matter, the OOR is not a proper party to any appeal and should not be named as a party.² All documents or communications following the issuance of this Final Determination shall be sent to oor-postfd@pa.gov. This Final Determination shall be placed on the website at: <http://openrecords.pa.gov>.

Issued by:

/s/ Lyle Hartranft

APPEALS OFFICER

Lyle Hartranft, Esq.

Sent via E-File Portal to: Curtis James; Peter Bard, AORO; Isaac Wakefield, Esq.

¹ See [Active Policies - Central Dauphin School District BoardDocs® Pro](#) (last accessed on June 17, 2026) and [District Forms - Central Dauphin School District](#) (last accessed on June 17, 2026).

² *Padgett v. Pa. State Police*, 73 A.3d 644, 648 n.5 (Pa. Commw. Ct. 2013).