

January 21, 2020

Rebecca Young, Esq.
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RE: *Towne v. Easton Area School District*, OOR Dkt. AP 2019-2124

Dear Attorney Young:

This correspondence confirms Jake Towne's agreement to allow the Office of Open Records ("OOR") an extension of time for issuance of the Final Determination in this matter until May 21, 2020.

Pursuant to Section V(E) of the OOR Procedural Guidelines, the OOR directs the Easton Area School District ("District") to provide all records responsive Mr. Towne's ("Requester") September 25, 2019 Right-to-Know Law request for *in camera* inspection to the OOR no later than the close of business on **February 12, 2020**.

In addition to providing copies of all such records, the District is required to provide the OOR with three (3) copies of "an *in camera* inspection index by the date ordered referencing each record, and each item within each record, claimed to be an exempt record citing the applicable exemption(s)." See OOR Procedural Guidelines § V(E)(2)-(5). The District must also provide a copy of this *in camera* inspection index to Mr. Towne. *Id.*

Neither the records submitted for an *in camera* inspection, nor their contents, shall be disclosed to any unauthorized person, except as provided by court order or within Section V(E) of the OOR Procedural Guidelines.

The OOR's Procedural Guidelines may be found on its website: <http://openrecords.state.pa.us>

Please contact me with any questions regarding the above. Thank you for your cooperation in this process.

Sincerely,

/s/ *Jill S. Wolfe*

Appeals Officer
Jill S. Wolfe, Esq.

cc via e-mail: Jake Towne