



**pennsylvania**  
OFFICE OF OPEN RECORDS

**IN THE MATTER OF**

**JAKE TOWNE,  
Requester**

**v.**

**EASTON AREA SCHOOL DISTRICT,  
Respondent**

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**Docket No: AP 2019-2124**

**ORDER**

AND NOW, this 21<sup>st</sup> day of January, 2020, pursuant to 65 P.S. § 67.1310(a)(5) and the OOR Procedural Guidelines, the Office of Open Records (“OOR”) orders the Easton Area School District (“District”) to produce to the OOR, for *in camera* inspection, unredacted copies of the all records responsive to the September 25, 2019 Right-to-Know Law Request that the District claims to be exempt from public access. The records shall be provided to the OOR in accordance with the OOR Procedural Guidelines. If the number of responsive records exceeds 100 pages, the records must be provided on a compact disc without hard copies. The envelope containing the records shall be marked “CONFIDENTIAL.” 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 referencing each record by number, and identifying each item within each record that is claimed to be exempt. The index must set forth each claimed basis for denial. The records and index must be received by the OOR no later than **February 12, 2020**. Pursuant to Section

V(E) of the OOR Procedural Guidelines, the foregoing documents will be stored in a secured location and not disclosed to any person other than the appeals officer, the Executive Director or OOR staff counsel. This Order shall not be deemed a Final Determination for purposes of Section 1101 and 1102 of the Right-to-Know Law, 65 P.S. §§ 67.1101-.1102.

**ORDER ISSUED AND MAILED: January 21, 2020**

*/s/ Jill S. Wolfe*

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JILL S. WOLFE, ESQ.  
APPEALS OFFICER

Sent via e-mail to: Jake Towne;  
Rebecca Young, Esq.