

HARMAR TOWNSHIP

**701 Freeport Road
Cheswick, PA 15024 – 1208
P: 724.274.4550 - F: 724.274.9522
Email: admin@harmartownship-pa.gov**

Right-to-Know Request Instructions

Pennsylvania's Right-to-Know legislation was created to provide greater transparency of records for the various Commonwealth, judicial, legislative, and local municipal agencies. The legislation mandates that requests must be specific, and a request can only be made for existing records. Requestors are encouraged to verify they are making the request with the appropriate agency prior to submitting their request(s). Requests can be submitted by mail, email, in-person, or fax. Requestors should retain a copy of their Request for their personal records.

It is free to submit a request, but fees may be required depending on the type of request. Pursuant to Section 1307 of the Right-To-Know Law, a fee schedule is required to be established by Pennsylvania's Office of Open Records ("OOR") and the current fee schedule, as of December 22, 2020, is attached to this application for your reference. If there is a fee associated with a request, the total fee will be stated in the response from the Township and the fees must be paid, in their entirety, prior to the granted records being released.

Once a request has been submitted to the Township, the request is provided to the Township's designated Open Records Officer, who must respond within 5-business days of receiving the request. The initial response may result in granting, denying, or partially granting/denying a request. A denial of a request stems from specific exceptions, which are enumerated in section 708 of the Right-to-Know Law. The Open Records Officer may also issue a Notice of 30-day extension for a limited number of reasons. For requests associated with Harmar Township, the appointed Open Records Officer is Ian Fitzgerald. Requests can be submitted to his attention at:

Email: kbiricocchi@harmartownship-pa.gov

Fax: 724-274-9522

Mail/In person during regular business hours: Harmar Township Municipal Building
701 Freeport Road
Cheswick, PA 15024

Requestors can file an appeal if their requests are denied or partially denied. Appeals must be filed within 15-business days of a request being denied and they should be filed using the official OOR Appeal Form that is available on the OOR website. If filing the appeal online is not possible, a requestor can file via email, fax, mail, or in-person. Emails should include attachments in Microsoft Word/Excel or PDF files with an attachment limit of 4 MB. If attachments are a different file type or larger than 4 MB, please contact the Office of Open Records at (717) 346-9903 prior to sending. Appeals can be submitted via:

Email: openrecords@pa.gov

Fax: (717) 425-5343

Mail/In person during regular business hours: Office of Open Records
333 Market Street, 16th Floor
Harrisburg, PA 17101-2234

For more information on the Right-to-Know legislation, please visit the OOR's website at openrecords.pa.gov. To view the township's Right -to-Know policy, please visit the Administration section of the Township website at www.harmartownship-pa.gov/administration.

Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: _____ (Attn: AORO)

Date of Request: _____ Submitted via: ☐ Email ☐ U.S. Mail ☐ Fax ☐ In Person

PERSON MAKING REQUEST:

Name: _____ Company (if applicable): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Telephone: _____ Fax: _____

How do you prefer to be contacted if the agency has questions? ☐ Telephone ☐ Email ☐ U.S. Mail

RECORDS REQUESTED: *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law. Use additional pages if necessary.*

DO YOU WANT COPIES? ☐ Yes, printed copies (*default if none are checked*)

☐ Yes, electronic copies preferred if available

☐ No, in-person inspection of records preferred (*may request copies later*)

Do you want certified copies? ☐ Yes (*may be subject to additional costs*) ☐ No

RTKL requests may require payment or prepayment of fees. See the [Official RTKL Fee Schedule](#) for more details.

Please notify me if fees associated with this request will be more than ☐ \$100 (or) ☐ \$_____.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: _____ Date Received: _____ Response Due (5 bus. days): _____

30-Day Ext.? ☐ Yes ☐ No (If Yes, Final Due Date: _____) Actual Response Date: _____

Request was: ☐ Granted ☐ Partially Granted & Denied ☐ Denied Cost to Requester: \$ _____

☐ Appropriate third parties notified and given an opportunity to object to the release of requested records.

*NOTE: In most cases, a completed RTKL request form is a public record.
More information about the RTKL is available at <https://www.openrecords.pa.gov>*

Form updated Feb. 3, 2020