

**PENNSYLVANIA  
OFFICE OF OPEN RECORDS  
STANDARD RIGHT-TO-KNOW REQUEST FORM**

DATE OF REQUEST:

REQUEST SUBMITTED VIA:      EMAIL              U.S. POST      FAX      IN-PERSON

NAME OF REQUESTOR:

ON BEHALF OF ENTITY:

CONTACT STREET ADDRESS:

CITY/STATE/ZIP

CONTACT INFORMATION: TELEPHONE

EMAIL

RECORDS REQUESTED

*Please provide as much specificity as possible so the agency can identify the information. Please affix additional pages if necessary to better explain request.*

DO YOU WANT PHOTOCOPIES?                      YES              NO

DO YOU WANT TO INSPECT RECORDS?                      YES              NO

DO YOU WANT COPIES CERTIFIED?                      YES              NO

*Fees may apply for photocopies, media, and certification*

SUBMISSION SIGNATURE:

Print Name: \_\_\_\_\_

RECEIVED BY THE RIGHT TO KNOW OFFICER \_\_\_\_\_

Signature

Date

DATE THAT REQUEST WAS RECEIVED: \_\_\_\_\_

DATE WHEN FIVE (5) DAY RESPONSE TIME EXPIRES: \_\_\_\_\_

**\*\*Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)**

PENNSYLVANIA  
INTERGOVERNMENTAL COOPERATION AUTHORITY  
FOR HARRISBURG  
RIGHT-TO-KNOW POLICY

The Authority does hereby appoint the Authority Manager as the Open Records Officer.

The Open Records Officer may be reached, during regular business hours, at:  
(717) 645-5431 or by email at [hbgica@gmail.com](mailto:hbgica@gmail.com) or in person by visiting:  
Shaffer & Engle, LLC  
2205 Forest Hills Drive, Suite 10  
Harrisburg, PA 17112  
(717) 545-3032  
Fax- (717) 545-3083  
Monday through Friday except holidays 9 a.m. to 3 p.m.

#### General

All public records, as defined by the Right-to-Know Law, shall be available for inspection, retrieval, and duplication at the offices of Shaffer & Engle during established business hours 9 a.m. to 3 p.m. with the exception of weekends and holidays.

#### Requests

Requests shall be made in writing to the ICA Harrisburg Open Records Officer on a form provided by the Authority. The form is available at Shaffer & Engle and on the ICA Harrisburg Website. ICA Harrisburg may accept any generic form that in the opinion of the Authority Open Records Officer contains sufficient information to process the request.

#### Fees

Paper copies shall be 25 cents per page per side. The certification of a record is \$1 per record. Specialized documents including, but not limited to, blue prints, color copies, and non-standard sized documents shall be charged at the actual cost of production. Electronic reproduction on portable media, such as CD, DVD, or USB Flash Drive, shall be charged at the actual cost of the portable media. If mailing is requested, the cost of postage will be charged. The ICA Harrisburg shall require prepayment if the total fees are estimated to exceed \$100. If prepayment is required, you will be advised prior to incurring the cost.

#### Pendency

During the pendency of any request for records or appeal of a denial of such a request, the Authority Open Records Officer agrees that the ICA Harrisburg will make a reasonable attempt to preserve and protect those records that could reasonably be expected to be responsive to the

request from potential deletion or destruction, as may be normally allowed by local or State records retention rules, until such time as the Authority Open Records Officer or appropriate appellate authority makes a final determination on any Right to Know request.

#### Understanding the Law

Information on how to file a Right-to-Know request can be found on the Office of Open Records' website at: <http://openrecords.pa.gov/RTKL/HowToFile.cfm>

#### Response

The Authority shall make a good-faith effort to provide an appropriate response as promptly as possible, in accordance with the Right-to-Know Law. The Open Records Officer shall cooperate with those requesting records to review and/or duplicate original Authority documents while taking reasonable measures to protect Authority documents from the possibility of theft, damage, and/or modification.

The Open Records Officer shall review all written requests for access to public records. As soon as possible, but no later than five business days after receiving a written request to access public records, the Open Records Officer shall respond to such requests in writing consistent with the Right-to-Know Law. Such a response may include a notice of extension of time or a request for an extension of the deadline to respond, as applicable, consistent with the Right-to-Know Law.

If access to a record is denied, the response shall include a reason for denial as stipulated in the Right-to-Know Law.

#### Contact Information for Appeals

If a written request is denied or deemed denied, the requester may file an appeal via e-mail to: [openrecords@pa.gov](mailto:openrecords@pa.gov); via the Office of Open Records' online appeal form, available at: <http://openrecords.pa.gov/Appeals/HowToFile.cfm> or in writing to: Office of Open Records, 333 Market Street, 16th Floor, Harrisburg, PA 17101-2234.

#### Appeals Process

The appeal shall be filed within 15 business days of the mailing date of the Authority's response or within 15 business days of a deemed denial. The appeal shall state the grounds upon which the requester asserts the record is a public record and shall address any grounds stated by the Authority for delaying or denying the request.

More information on the appeals process can be found on the Office of Open Records' website at: <http://openrecords.pa.gov/Appeals/HowToFile.cfm>