

PA Right-To-Know Law Act 3of 2008
City of Sunbury
Policy and Procedure

Right to Know Officer (RTK Officer) – Terry Specht, General City Requests
225 Market St. Sunbury PA 17801
Stephen Brown, Police Department Requests
440 Market St. Sunbury PA 17801

- Requests must be made in writing, either through email, regular mail, in-person and/or facsimile.
- Telephone requests will not be honored, however, a Request Form will be mailed to the Requestor with a self-addressed stamped envelope to be returned to the City Clerk's office
- Verbal and/or written anonymous requests will not be accepted
- Request Forms may be filled-out by any office for the Requestor and forwarded to the City Clerk's office
- The Right to Know Officer will forward the Request to the appropriate office and will include instructions, pertinent dates and other information that may be needed to honor the Request. When information has been gathered, it will be given to the Right To Know Officer who will mail or email the information to the Requestor
- Response in writing must be given to the Requestor within 5 working days to either grant the request and provide the records, deny the request in whole or in part, cite the reason for the denial and outline the appeals process for the requestor or invoke a 30 calendar-day extension
 - Extension of time – allowable reasons for the Right to Know Officer to exceed the 5-day requirement for written requests include:
 - Redaction is required
 - Records are stored in a remote location
 - Bona fide and specified staffing limitations
 - Legal review is necessary to determine whether the record is accessible
 - Requestor has not complied with agency policies
 - Requestor refuses to pay applicable fees
 - The extent or nature of the request precludes a response within the specified time period

Responsibility of Right to Know Officer

- Stamp the date of receipt of request on the written request
- Compute the day on which the five-day period will expire and make a notation of that date on the written request.
- Maintain an electronic or paper copy of a written request, including all documents submitted with the request until the request has been fulfilled
- If the request is denied, the written request shall be maintained for 30 days
- If an appeal is filed, keep the records until a final determination is issued or the appeal is deemed denied
- Create a file and keep all of the following:
 - The original request
 - A copy of the response
 - A record of written communications with the requestor

Fees: Paper copies shall be .25 cents per page per side. The certification of a record is \$1.00 per record. Specialized documents including, but not limited to, blue prints, color copies and non-standard sized documents shall be charged the actual cost of production. If mailing is requested, the cost of postage will be charged. The City shall require prepayment if the total fees are estimated to exceed \$100.00.

Redaction:

If an otherwise accessible public record contains confidential information then the document is to be made available by redaction if redaction is possible. Redacted information is deemed a denial pursuant to Chapter 9 and is subject to appeal.

Examples of public records:

- Grant applications
- Contracts
- Agreements
- Agency decisions
- Name, title, salary of public employees and officials
- Minutes and agendas
- Police blotters
- Accident reports
- Traffic reports

Examples of types of information that will NOT be available:

- Social security numbers
- Drivers license numbers
- Employee numbers
- Home, cellular or personal phone numbers
- Personal financial information
- Spouse's name, marital status, beneficiary or dependent information
- Home address of law enforcement officers
- Identity of confidential informants
- Records that identify social service recipients
- A minor's name, home address and date of birth
- Investigative materials and reports
- Victim information
- 911 calls and transcripts
- Officer's field notes

Appeal of Determination:

Upon denial of a written request the requestor may file an appeal with the PA Office of Open Records or district attorney in the case of certain criminal investigative records, within 15 days of the mailing date of the denial.

Written appeals may be filed with the following:

Terry Mutchler, Executive Director
Office of Open Records
Commonwealth Keystone Building
400 North Street
Plaza Level
Harrisburg, PA 17120-0225

Police appeals of criminal records may be made to:

District Attorney Anthony Rosini
Northumberland County Courthouse
201 Market St.
Sunbury PA 17801