

## RIGHT TO KNOW REQUEST<sup>1</sup>

I, \_\_\_\_\_, the signatory below,

located at \_\_\_\_\_  
hereby request the following "record" of information. By record, I mean to claim the full scope of the definition of "Record" pursuant to the Right-to-Know Law, 65 P.S. § 67.102, meaning information, regardless of physical form or characteristics, that documents a transaction or activity of an agency and that is created, received or retained pursuant to law or in connection with a transaction, business or activity of the agency. The term includes a document, paper, letter, map, book, tape, photograph, film or sound recording, information stored or maintained electronically and a dataprocessed or image-processed document.

The record of information is described as following:

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The information requested is requested for inspection and duplication in accordance with the Act. If the record exists only in a temporary or electronic form, then the record is requested in the medium in which it exists.

Date: \_\_\_\_\_

Signature \_\_\_\_\_

### Official Use Only

1.  The information requested is produced herewith. No information is withheld [§903] or redacted [§706].
  2.  The information requested is produced herewith; however, a portion of the information is redacted [§706]. No requested information is otherwise withheld [§903].
  3.  The information is produced herewith. However, a portion of the information is redacted [§706] and certain information has been withheld [§903].
  4.  The information requested is withheld [§903].
  5.  The information requested is not in the possession of this agency [§506(d)(1)].  I am not aware of any agency possessing this information;  I believe the following agency or agencies possess the information you requested.  The following agency or agencies may possess the information you requested:  
  
\_\_\_\_\_
- Where indicated above as produced herewith, this agency produces by permitting the requestor with electronic access in lieu of duplication.

<sup>1</sup> Copyright © 2010 by Technology & Entrepreneurial Ventures Law Group, PC., P.O. Box 113345, Pittsburgh PA 15241 USA, www.zegarelli.com. All right reserved. Permission is granted to duplicate and to use this form in unaltered condition for the purpose of making and/or responding to requests for information pursuant to the Right-to-Know Law of the Commonwealth of Pennsylvania, 65 P.S. § 67.101 (2009). This form is not intended to be render legal advice and intended for use only with the advice of legal counsel. **This form is provided in 'AS IS' condition without any representations or warranties of any kind, including but not limited to warranty of merchantability or fitness for any particular purpose. Any duplication and/or use hereof is at the sole risk of the user.** Version 20100303. This form may aid with forming requests and responses under the Right to Know Law, particularly for clarity of good faith responses by agencies to avoid liability for legal fees to the requestor pursuant to §1304 of the Act.

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**Note for Redactions/Withheld Information:** Redacted portions are self-evident in the information produced herewith. Redactions that are not self-evident are deemed to be withheld. Any information that is redacted or withheld is denied [§903]. If any information is denied, please complete the following: In accordance with §708(e), this agency hereby certifies that denied information is within the following exception(s), and §708(c)-(d) are not applicable: **(1)** (i) , (ii) ; **(2)** ; **(3)** preamble , (i) , (ii) , (iii) ; **(4)** ; **(5)** ; **(6)** (i)(A) , (i)(B) , (i)(C) ; **(7)** (i) , (ii) , (iii) , (iv) , (v) , (vi) , (vii) , (viii) , (ix) ; **(8)** (i) , (ii) ; **(9)** ; **(10)** (i)(A) , (i)(B) ; **(11)** ; **(12)** ; **(13)** ; **(14)** ; **(15)** (i) , (ii) ; **(16)** (i) , (ii) , (iii) , (iv) , (v) , (vi)(A) , (vi)(B) , (vi)(C) , (vi)(D) , (vi)(E) ; **(17)** (i) , (ii) , (iii) , (iv) , (v) , (vi)(A) , (vi)(B) , (vi)(C) , (vi)(D) , (vi)(E) ; **(18)** (i) ; **(19)** ; **(20)** ; **(21)** (i) , (ii) ; **(22)** (i)(A) , (i)(B) , (i)(C) ; **(23)** ; **(24)** ; **(25)** ; **(26)** ; **(27)** ; **(28)** (i) , (ii)(A) , (ii)(B) , (ii)(C) ; **(29)** ; **(30)** ; **Other:** Federal or State law or regulation or judicial order or decree \*; or a privilege \*. \* Please identify the exact law, regulation, order, decree, or basis for the privilege, as the case may be:

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All of the denied information is deemed to be within the foregoing identified exceptions. If particular exceptions are associated with particular redactions and/or denials, then please do not complete the foregoing checkboxes, but attach an additional page identifying each item of information denied and the related exception(s). You may need to annotate redactions or specified withheld items of information with numbers to reference the applicable exceptions.

**Pursuant to Section 903 of the Action, I have attached citations of supporting legal authority. The procedure to appeal is:** Must be submitted to the Office of Open Records within 15 business days of the mailing date of the agency's response. Appeals should be sent to the Office of Open Records, Commonwealth Keystone Building, 400 North St., 4th Floor, Harrisburg, PA 17120-0225. Appeals may also be submitted via facsimile to 717-425-5343 or via email to openrecords@state.pa.us as a Microsoft Word or PDF attachment. All appeals must be in writing and shall include the following information that may be submitted using the Appeals Forms found on <http://openrecords.state.pa.us>: 1. A copy of the Right-to-Know Request; 2. a copy of the denial letter submitted by the Agency, or, if the agency does not respond in writing within five business days, the request is "deemed denied" and can be appealed; 3. state the grounds you believe the record is a public record, and 4. address any grounds that the agency raised in its denial.

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**Attesting Agency Officer.** I have made a good faith effort as required by Section 901 of the Act. I certify that the response is the whole truth as stated herein and would testify accordingly on any appeal or in any Court with jurisdiction over the subject-matter. Pursuant to Section 502(b) and 903 of the Act:

Date: \_\_\_\_\_

Signature	_____
Print	_____
Title	_____
Address	_____
Telephone	_____