

**Right to Know Policy**

Partner4Work is committed to providing the public with timely access to public records to the fullest extent required by law. In compliance with The Commonwealth of Pennsylvania's Right to Know Law (RTKL), 65 P. S.

§§ 67.101-67.3104, Partner4Work will accept RTKL requests submitted on a properly completed uniform [form](https://www.openrecords.pa.gov/Documents/RTKL/RTKRequestForm.pdf) [published by the Office of Open Records (PDF)](https://www.openrecords.pa.gov/Documents/RTKL/RTKRequestForm.pdf) on the PA Office of Open Record’s website.

# All RTKL requests must:

1. Be submitted in writing via one of the following methods:

Mail: Open-Records Officer

650 Smithfield Street, Suite 2400

Pittsburgh, PA 15222

Facsimile: Open-Records Officer

(412) 552-7091

Hand delivery: Open-Records Officer

650 Smithfield Street, Suite 2400

Pittsburgh, PA 15222

E-mail: [righttoknow@partner4work.org](mailto:righttoknow@partner4work.org)

1. State the name and address of the Requester;
2. Set forth the address to which the Response should be addressed; and
3. Identify or describe the records sought with sufficient specificity to enable Partner4Work to ascertain which records are being requested.

# Partner4Work’s Open-Records Officer will:

* Stamp the date of receipt on the written request.
* Compute the day on which the five business day response period under Section 901 will expire, make a notation of that date on the written request, and attempt to meet 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 requester

*For purposes of this policy, Partner4Work’s business hours are from 8:30 a.m. to 4:00 p.m. Monday-Friday.*



**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.*

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**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](https://www.openrecords.pa.gov/Documents/RTKL/FormCertification.pdf)? □ Yes (*may be subject to additional costs*) □ No

*RTKL requests may require payment or prepayment of fees. See the* [*Official RTKL Fee Schedule*](https://www.openrecords.pa.gov/RTKL/FeeStructure.cfm) *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.* Form updated Feb. 3, 2020

*More information about the RTKL is available at* [*https://www.openrecords.pa.gov*](https://www.openrecords.pa.gov/)