

LUZERNE COUNTY
OFFICE OF LAW
ROMILDA P. CROCAMO, ESQUIRE
CHIEF COUNTY SOLICITOR



LUZERNE COUNTY
COUNTY MANAGER
C. DAVID PEDRI, ESQUIRE

COUNTY of LUZERNE
PENNSYLVANIA
ESTABLISHED 1786

April 9, 2018

Leslie Lynch
Ryan LLC
100 Oliver St., Suite 1800
Boston, MA 02110
Email: Leslie.Lynch@ryan.com
RE: RTK Request # 18-62

Dear Ms. Lynch:

Thank you for writing to Luzerne County with your request for information pursuant to the Pennsylvania Right-To-Know law. My email is Jackie.Carroll@luzernecounty.org.

On April 6, 2018, I received a request for documents from you described in the attached Right to Know request. Your request is granted and denied.

It is granted as to your request as to check information. That information is attached.

It is denied as to the questions posed. The PA RTK Law governs the release of public records and not answering questions. The law defines a public record as "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 data-processed or image-processed document." Section 101 of the RTKL.

You have a right to appeal this denial of information in writing to Office of Open Records, Commonwealth Keystone building, 400 North Street, 4th Floor, Harrisburg, PA 17120.

If you choose to file an appeal for any reason, you must do so within 15 business days of the mailing date of the agency's response. Section 1101. If you have further questions, please contact me. Please be advised this correspondence will serve to close this request with our office as permitted by law.

Very truly yours,

JACQUELINE MUSTO CARROLL, ESQUIRE
Luzerne County – Open Records Officer

From: Lynch, Leslie <Leslie.Lynch@ryan.com>
Sent: Thursday, April 5, 2018 6:16 PM
To: Beers, Laura; Controllers Office; Carroll, Jackie
Cc: Lynch, Leslie
Subject: PA Luzerne County - Request for List of Uncashed/Unclaimed/Stale Dated Checks

Hello,

I am requesting a list of outstanding, uncashed, stale dated checks and/or unreconciled payments issued by Luzerne County, with regard to accounts payable, property tax and vendor over-payments, refunds or credits. We only need checks made out to corporations/businesses (not individuals) for amounts over \$100. Please include check number and amount, payee name, and issue date.

Additionally, can you provide answers to the following questions, or direct me to someone who can?

- 1 – Are such checks ever escheated to your state's unclaimed property office, and if so, under what circumstances?
- 2 – If checks are retained by your office, are they ever forfeited by the payee? If so, under what circumstances?
- 3 – Will you provide us with any forms and/or instructions a payee would need in order to claim checks?
- 4 – How often and when is the list of checks updated? (Examples: upon request; the beginning of every month, annually in March, quarterly in March, June, September, and December, etc.)

If an Open Records form and/or payment is required, please send forms/details, and I will process as quickly as possible.

Information will not be resold and will only be used to perform a forensic review on outstanding disbursements for corporate clients currently under contract with us; we do not solicit anyone or work with individuals. Electronic files in Excel format are preferred. Records can be sent to me at

leslie.lynch@ryan.com. This information is being requested under the Freedom of Information Act. If you have any questions or need any additional information, do not hesitate to contact me.

Thank you in advance for your assistance.

Thanks,
Leslie

Leslie Lynch
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