

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

October 11, 2017

Leslie Lynch
Ryan LLC
100 Oliver St., Suite 1800
Boston, MA 02110
Email: Leslie.Lynch@ryan.com
RE: RTK Request # 17-168

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 September 27, 2017, the Luzerne County Office of Law received a request for documents from you described in the attached Right to Know request. We requested an extension of time until October 27, 2017. Your request is now granted.

Attached to this correspondence is the information you requested.

Had your request been denied, you would 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
200 North River Street
Wilkes-Barre, PA 18711

Hello,

I am requesting a report of outstanding, uncashed, stale-dated checks (warrants) and/or unreconciled payments issued by the County of Luzerne, Pennsylvania, with regards to payments including, but not limited to, accounts payable, property tax and vendor overpayments, refunds or credits.

The list 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.

Understanding this is a broad request and your bookkeeping department may require specific parameters such as dates or dollar amounts, **please include all items older than 180 days and greater than \$100.00 with the check number, payee name, issue date, and amount.**

With your response please include:

1. Any instructions or claim forms necessary to have checks re-issued.
2. Does the County remit funds to the State Unclaimed Property Office? If so, after what time period?
3. If you do not remit funds to the State Unclaimed Property Office is there a point where the payee is no longer eligible to claim?
4. How often and when is the report updated and/or released?

Your County may maintain separate reports for vendor, accounts payable and property tax information. If you do not have a consolidated list, are you aware if multiple reports exist? Will you refer me to someone that may help fulfill my request for the additional information?

This information is being requested under the Freedom of Information Act. If you require an official FOIA Request, or Open Records Form to be completed please provide a copy at your earliest convenience.

In the event I have reached the incorrect department for this request please direct me to the correct person.

Thank you in advance for your assistance with my request. Please feel free to contact me if you have any questions.

Thanks,
Leslie

Leslie Lynch
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Abandoned and Unclaimed Property Tax
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Boston, Massachusetts 02110

https://mg.mail.yahoo.com/?src=neo&reason=bkt_myc

9/27/2017