

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

Right-To-Know Response Form

Date: September 27, 2017
Date Request Received: September 27, 2017
Five Business Day Response Date: October 4, 2017
RTK Request #17-168

Leslie Lynch
Ryan LLC
100 Oliver St., Suite 1800
Boston, MA 02110
Email: Leslie.Lynch@ryan.com

Thank you for writing to Luzerne County with your requests for information pursuant to the Pennsylvania Right-To-Know Law.

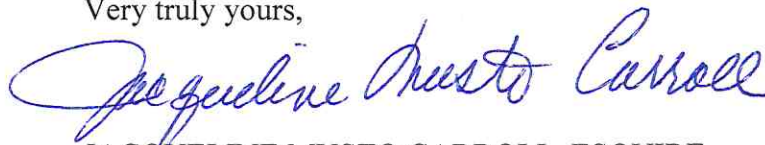
Your requests for information have been received and are under review. The Pennsylvania Right-To-Know Law requires a response within five (5) business days; however, we require a thirty (30) day extension for the following reason(s):

- (1) the request for access requires redaction of a record in accordance with section 706;
- (2) the request for access requires the retrieval of a record stored in a remote location;
- (3) a timely response to the request for access cannot be accomplished due to bona fide and specified staffing limitations;
- (4) a legal review is necessary to determine whether the record is a record subject to access under this act;
- (5) the requester has not complied with the agency's policies regarding access to records;
- (6) the requester refuses to pay applicable fees authorized by this act; or
- (7) the extent or nature of the request precludes a response within the required time period.

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You should expect a response to your requests no later than October 27, 2017.

Very truly yours,

A handwritten signature in blue ink that reads "Jacqueline Musto Carroll". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

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

Senior Administrative Assistant, Abandoned and Unclaimed Property Consulting
Abandoned and Unclaimed Property Tax
Ryan
One International Place
100 Oliver Street
Suite 1800
Boston, Massachusetts 02110