



**Right-To-Know Response Form**

**January 13, 2016**

Ms. Donna Magni  
17 English Street  
West Wyoming, PA 18644  
RTK REQUEST #16-4  
Via email

Dear Ms. Magni,

Thank you for writing to Luzerne County with your request for information pursuant to the Pennsylvania Right- To-Know law (“RTKL”).

On January 6, 2016, the Luzerne County Office of Law received a request for documents from you described in the attached Right To Know request. Your request is denied as no such documents exist. As such, your request is denied pursuant to Section 705 of the RTKL which states, “When responding to a request for access, an agency shall not be required to create a record which does not currently exist or to compile, maintain, format or organize a record in a manner in which the agency does not currently compile, maintain, format or organize the record.”

You have a right to appeal this response to your request for information in writing to Executive Director, Office of Open Records, Commonwealth Keystone Building, 400 North Street, 4<sup>th</sup> Floor, Harrisburg, PA 17120.

If you choose to file an appeal 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 call Shannon Crake Lapsansky. Please be advised that this correspondence will serve to close this record with our office as permitted by law.

Respectfully,

Shannon Crake Lapsansky, Esq.  
Luzerne County  
Open Records Officer  
200 North River Street  
Wilkes-Barre, PA 18711