



## **Right-To-Know Response Form**

**March 30, 2016**

Ms. Deirdre Harris  
Johns Eastern Company, Inc.  
P.O. Box 110259  
Lakewood Ranch, FL 34211  
RTK REQUEST #16-31  
Via email

Dear Ms. Harris,

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

Recently the Luzerne County Office of Law received a request for documents from you described in the attached Right-To-Know request. Your request is granted. The following are the directions to access the Third Party Administrator contract on our website: Go to [Luzernecounty.org](http://Luzernecounty.org). On the left side is a list of links. Click on "County Manager". Once on the County Manager page, in the upper right corner are links for contracts approved by County Manager. Click on the link for 2016 Contracts approved by County Manager. Scroll down to the month of March. Once in the March 2016 section, scroll down to the Human Resources heading. Under Human Resources, there are two links for Excalibur Insurance Management Services, LLC. This is our Third Party Administrator contract.

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