

2019.094

July 8, 2019

July 15, 2019



pennsylvania
OFFICE OF OPEN RECORDS

Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it is required should an appeal be necessary. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: Luzerne County Open Records Office (Attn: AORO)

Date of Request: 04/22/2019 Submitted via: Email U.S. Mail Fax In Person

PERSON MAKING REQUEST:

Name: Ryan McFarland Company (if applicable): PA AFL-CIO

Mailing Address: 600 North 2nd St.

City: Harrisburg State: PA Zip: 17101 Email: rmcfarland@paaficio.org

Telephone: 717-231-2854 Fax: _____

How do you prefer to be contacted if the agency has questions? Telephone Email U.S. Mail

RECORDS REQUESTED: *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. Use additional sheets if necessary. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law.*

I am requesting an electronic list, preferably an Excel file of other raw data format, of all current elected municipal and school district officials in the county. Please include name, residential address, political party, and year term expires for each official. Thank you.

DO YOU WANT COPIES? Yes, electronic copies preferred if available
 Yes, printed copies preferred
 No, in-person inspection of records preferred (*may request copies later*)

Do you want certified copies? Yes (*may be subject to additional costs*) No
RTKL requests may require payment or prepayment of fees. See the Official RTKL Fee Schedule for more details.
Please notify me if fees associated with this request will be more than \$100 (or) \$_____.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: _____ Date Received: _____ Response Due (5 bus. days): _____

30-Day Ext.? Yes No (If Yes, Final Due Date: _____) Actual Response Date: _____

Request was: Granted Partially Granted & Denied Denied Cost to Requester: \$_____

Appropriate third parties notified and given an opportunity to object to the release of requested records.

NOTE: In most cases, a completed RTKL request form is a public record. More information about the RTKL is available at <https://www.openrecords.pa.gov> Form updated Nov. 27, 2018



Right-To-Know Response Form

July 15, 2019

Ryan McFarland
600 North St.
Harrisburg, PA 17101
Via email only to rmcfarland@paaficio.org

RTK REQUEST #2019-094

Dear Mr. McFarland:

Thank you for writing to Luzerne County with your request for information pursuant to the Pennsylvania Right- To-Know law ("RTKL"). I have tried to reach you several times via email, but have not received a response.

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 attached in part and denied because Luzerne County does not maintain these documents. §705 of the RTKL states that "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".

To further assist you, The documents we have in Luzerne County would only indicate name and term. They would not have the party and residential address. We will be making this into one computer file in the future, but it does not exist right now.

You have a right to appeal this denial of information in writing to Executive Director, Office of Open Records, Commonwealth Keystone Building, 400 North Street, 4th 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 contact Laura C. Dennis. Please be advised that this correspondence will serve to close this record with our office as permitted by law.

Respectfully,

Laura C. Dennis, Esq.
Luzerne County
Open Records Officer
200 North River Street
Wilkes-Barre, PA 18711