



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: Bureau of Elections of Luzerne County, PA (Attn: AORO)

Date of Request: 9/18/2019 Submitted via: [] Email [] U.S. Mail [] Fax [] In Person

PERSON MAKING REQUEST:

Name: Dylan Anderson Company (if applicable): APM Reports

Mailing Address: 480 Cedar St.

City: St. Paul State: MN Zip: 55101 Email: danderson@apmreports.org

Telephone: 763-496-8297 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 a list or log of all Right To Know requests received by the Bureau of Elections of Luzerne County, Pennsylvania, from the start of 2009 to the present day. If records dating back to 2009 are not available, please provide records as far back as possible. This list should include the request description, the date of the original request, the name of the person and/or organization requesting the records, the current status of the request, whether the request was fulfilled and, if applicable, the date it was fulfilled. I would like the records as a native electronic file, preferably a database export, comma-separated file, or an excel file. I would like the responsive documents by email. As this information will be used as part of newsgathering and is not for commercial use, I ask that any fees associated with this request be waived.

DO YOU WANT COPIES? [x] 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 [x] \$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

September 18, 2019

My name is Dylan Anderson and I am a Reporter with APM Reports, an investigative reporting unit for American Public Media.

I am requesting a list or log of all Right To Know requests received by the Bureau of Elections of Luzerne County, Pennsylvania, from the start of 2009 to the present day. If records dating back to 2009 are not available, please provide records as far back as possible. This list should include the request description, the date of the original request, the name of the person and/or organization requesting the records, the current status of the request, whether the request was fulfilled and, if applicable, the date it was fulfilled.

I would like the records as a native electronic file, preferably a database export, comma-separated file, or an excel file. I would like the responsive documents by email.

As this information will be used as part of newsgathering and is not for commercial use, I ask that any fees associated with this request be waived.

Please consider this an open records request under Pennsylvania's Right To Know law. If you believe that this request is not applicable under your state's law, please cite the section of law that you believe allows you to keep these records from the public. If there are redactions in the Right To Know log or in the records provided by your office, please cite the section of law that you believe allows you to redact the records.

If you have any questions, please contact me at the information listed below.

Thanks,

Dylan Anderson
Reporter, APM Reports
American Public Media
480 Cedar St.
St. Paul, MN 55101
danderson@apmreports.org
(763) 496 - 8297



Right-To-Know Response Form

September 26, 2019

Dylan Anderson
VIA EMAIL ONLY TO: danderson@apmreports.org

RTK REQUEST #19-150

Dear Mr. Anderson

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 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".

For your convenience, we do not maintain a list as you requested. However, I would direct you to the Luzerne County Website. The information you requested is located there.

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