



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: _____ (Attn: AORO)

Date of Request: 10/13/2019 Submitted via: Email U.S. Mail Fax In Person

PERSON MAKING REQUEST:

Name: Jade Parker Company (if applicable): N/A

Mailing Address: 6228 Gardenia Street

City: Phila. State: PA Zip: 19144 Email: jparker03@gmail.com

Telephone: (917)605-8832 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'm requesting a copy of your county's "Excess Fund List." This list is a result of a property that sells at a tax sale and the sale/bid is over the amount of property taxes/penalties/interest owed. The info. I am seeking is either the property address or the owner's address, the date of the sale, and the amount of surplus funds held. 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) \$ 400.00

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

October 16, 2019

Jade Parker
6228 Gardenia Street
Philadelphia, PA 19144
VIA EMAIL ONLY TO: jparker03@gmail.com

RTK REQUEST #19-171

Dear Ms. Parker:

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. I would like to direct your attention to the website for the Luzerne County Tax Claim Bureau. This office is also known through Northeast Revenue. All the information you have requested is available online through their website. As the information is readily available, we will not provide the documents through this office. If there is something you cannot access, please do not hesitate to email me and I would be happy to assist.

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