



# pennsylvania

OFFICE OF OPEN RECORDS

## STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: 05/26/2020

REQUEST SUBMITTED BY:       E-MAIL               U.S. MAIL               FAX               IN-PERSON

REQUEST SUBMITTED TO (Agency name & address): \_\_\_\_\_  
District Attorney Open Records Officer 200 North River Street Wilkes Barre, PA 18711

NAME OF REQUESTER : Jessica Stearns

STREET ADDRESS: 1515 Market Street, Ste 945

CITY/STATE/COUNTY/ZIP(Required): Philadelphia, PA 19102

TELEPHONE (Optional): \_\_\_\_\_ EMAIL (optional): jessica.stearns@gza.com

RECORDS REQUESTED: *\*Provide as much specific detail as possible so the agency can identify the information.  
Please use additional sheets if necessary*

Please provide any information including building permits; liens; site plans; hazardous material storage, usage, and/or spills; utility services; UST/AST for the properties located at the southwestern corner of intersection Carey Avenue and W Division Street in Hanover Township (parcel numbers 2519NW1 005001000 and 2519NW1 005002000)

DO YOU WANT COPIES?  YES  NO

DO YOU WANT TO INSPECT THE RECORDS?  YES  NO

DO YOU WANT CERTIFIED COPIES OF RECORDS?  YES  NO

DO YOU WANT TO BE NOTIFIED IN ADVANCE IF THE COST EXCEEDS \$100?  YES  NO

**\*\* PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES \*\***  
**\*\* IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL \*\***

### FOR AGENCY USE ONLY

OPEN-RECORDS OFFICER:

I have provided notice to appropriate third parties and given them an opportunity to object to this request

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE:

*\*\*Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*

LUZ CTY DIST ATTY OFFIC  
RCVD JUN 2 2020 10:57



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

**June 11, 2020**

Jessica Stearns  
Via email only to Jessica.stearns@gza.com

RTK REQUEST #2020-093

Dear Ms. Stearns:

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".

To further assist you, I would suggest your request directly to Hanover Township.

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, 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 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