



# 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 NAMES:** Luzerne County (Attn: AORO)

Date of Request: 3/11/21 Submitted via:  **Email**  U.S. Mail  Fax  In Person

**PERSON MAKING REQUEST:**

2021-043

Name: Bishop Jack Wisor

Mailing Address: 5375 Route 219

City: Brockport State: PA Zip: 15823

Email: jjwisor@windstream.net

Telephone: 814-590-3898

Fax: 814-265-0014

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.*

- All records that contain information about current locations of homeless tent encampments / tent cities located within the boundaries of Luzerne County

**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.



**COUNTY of LUZERNE**  
P E N N S Y L V A N I A  
E S T A B L I S H E D 1 7 8 6

**Right-To-Know Response Form**

**Denial**

April 1, 2021

**Bishop Jack Wisor**

Via email only: jwisor@windstream.net  
RTK REQUEST: 2021-043

Dear Bishop Wisor,

Thank you for writing to Luzerne County with your request for information pursuant to the Pennsylvania Right-To-Know law. We recently received from you a request for records as described in the attached Right To Know request. Your request is denied for the following reasons, as permitted by Section 705 of the Act.

Cited from the Right To Know Law Section 705:

Section 705. Creation of record.

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.

Luzerne County does not have any documentation with regards to homeless tent encampments/tent cities within the County. The most likely municipalities in Luzerne County with such knowledge would be the City of Wilkes-Barre and the City of Hazleton. I would suggest contacting those two cities directly as they would most likely be able to provide you with the information you are seeking. If you need further help finding a contact person in those municipalities, do not hesitate to contact me.

You have a right to appeal this denial of information in writing to 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 the undersigned. Please be advised that this correspondence will serve to close this record with our office as permitted by law.

Respectfully,

Shannon Crake Lapsansky, Esq.  
Interim Open Records Officer  
Luzerne County  
200 North River Street  
Wilkes-Barre, PA 18711  
(570)825-1598