



Standard Right-to-Know Law Request Form

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

SUBMITTED TO AGENCY NAME: Luzerne County (Attn: AORO)

Date of Request: April 7, 2021 Submitted via: Email U.S. Mail Fax In Person

PERSON MAKING REQUEST:

Name: Joshua Schubert Company (if applicable): Commonwealth Foundation

Mailing Address: 225 State Street, Suite 302

City: Harrisburg State: PA Zip: 17101 Email: jps@commonwealthfoundation.org

Telephone: 7176711901 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. 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. Use additional pages if necessary.*

Emails sent from Council Member Linda McClosky Houck, using her official email address and email accounts provided by Luzerne County, to any member of the Pa. General Assembly.

Emails sent from or to Council Member Linda McClosky Houck, using her official email address and email accounts provided by Luzerne County, containing the keyword phrases "Taxpayer Protection Act," "HB 71," or "House Bill 71."

- DO YOU WANT COPIES?** Yes, printed copies (*default if none are checked*)
 Yes, electronic copies preferred if available
 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) \$1000.

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>



COUNTY of LUZERNE
P E N N S Y L V A N I A
ESTABLISHED 1 7 8 6

Right-To-Know Response Form

April 9, 2021

Mr. Joshua Schubert

Via email only: jps@commonwealthfoundation.org

RTK REQUEST: 2021-062

Dear Mr. Schubert:

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. Luzerne County has done a thorough search for the requested emails for Council Member Linda McClosky Houck and have determined that none exist.

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.

You have a right to appeal this denial of information in writing to 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 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