



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: \_\_\_\_\_ (Attn: AORO)

Date of Request: \_\_\_\_\_ Submitted via: [ ] Email [ ] U.S. Mail [ ] Fax [ ] In Person

PERSON MAKING REQUEST:

Name: \_\_\_\_\_ Company (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ 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.

Blank lines for providing record details.

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) [ ] \$\_\_\_\_\_.

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  
ESTABLISHED 1 7 8 6

**Right-To-Know Response Form**

April 13, 2021

**Mr. Joshua Schubert**

Via email only: [jps@commonwealthfoundation.org](mailto:jps@commonwealthfoundation.org)

RTK REQUEST: 2021-064

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 Chris Perry 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, 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