



## 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 Right to Know Officer Laura Dennis (Attn: AORO)

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

### PERSON MAKING REQUEST:

Name: Hilary Palencar Company (if applicable):

Mailing Address: 142 Marcy Street, #3

City: Larksville State: PA Zip: 18651 Email: hpalencar@yahoo.com

Telephone: (570) 328-9796 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.

1) Luzerne County Housing Authority Board meeting records discussing time period in which Housing Choice Voucher recipients must be informed of the amount of monthly rent when signing a lease with a new landlord.

2) Luzerne County Housing Authority Board meeting records discussing how often an employee in an administrative capacity can leave outgoing messages to authority clients forbidding them to leave messages on the employee's voicemail.

**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)  \$ 1.00.

### 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 Feb. 3, 2020



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

**July 19, 2021**

Hilary Palencar  
hpalencar@yahoo.com  
RTK REQUEST #2021-087

Dear Ms. Taccone:

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 the Luzerne County Housing Authority, Luzerne County Government does not have the information you are requesting. They may be the entity that can fill your request.

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