

<b>RTK REQUEST NUMBER</b>	<b>DATE RECEIVED</b>	<b>5 DAY RESPONSE DATE</b>
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COUNTY OF LUZERNE

# RIGHT TO KNOW LAW REQUEST FORM

**NAME OF REQUESTER:** Fallon Kisha E.  
(PLEASE PRINT CLEARLY) LAST FIRST MI

**MAILING ADDRESS:** 1155 Business Center Drive, Suite 160  
STREET / P.O. BOX

Horsham PA 19044  
CITY STATE ZIP CODE

**PHONE #** 215-394-0051 **FAX#** 317-931-6783

**EMAIL ADDRESS:** Kisha.Fallon@sa-trial.com

**SIGNATURE:** Kisha Fallon **DATE:** 10/19/21

**RECORDS REQUESTED** - Requesters **MUST** specify the document(s) sought. Please use additional pages if necessary.  
 A complete copy of the licenses and inspection/building file, including all inspection forms, certificate of occupancy forms, initial date of construction, and any violation forms for the property located at 164 Main St., Luzerne, PA 18704. (Chuck's Main Street Diner)

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**PLEASE CHECK ONE OF THE FOLLOWING:** [\*]  
 I AM ONLY REQUESTING ACCESS TO THE DOCUMENT(S)

**PLEASE CHECK ONE OF THE FOLLOWING:**

[2]

I AM ONLY REQUESTING ACCESS TO THE DOCUMENT(S)

I AM REQUESTING A HARD COPY OF THE DOCUMENT(S) (PAPER, CD, etc...)

I AM REQUESTING AN E-FILE OF THE DOCUMENT(S) (IF AVAILABLE) (PDF, EXCEL SPRDSHT, etc...)

PLEASE NOTE: LUZERNE COUNTY IS NOT 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



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

**December 1, 2021**

Kisha Fallon  
1155 Business Center Dr.  
Suite 160  
Horsham, PA 19044  
Email Only to [kishafallon@sa-trial.com](mailto:kishafallon@sa-trial.com)

RTK REQUEST #2021-163

Dear Ms. Fallon:

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".

Please note that you should contact the Borough or Township directly, Luzerne County Government would not be the entity that has this information.

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