

LUZERNE COUNTY  
OFFICE OF LAW  
ROMILDA P. CROCAMO, ESQUIRE  
CHIEF COUNTY SOLICITOR



LUZERNE COUNTY  
COUNTY MANAGER  
C. DAVID PEDRI, ESQUIRE

COUNTY of LUZERNE  
P E N N S Y L V A N I A  
ESTABLISHED 1786

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February 12, 2018

Alexia Blake  
436 Jefferson Ave.  
Scranton, PA 18510  
Email: akblake@BlakeWalshLaw.com  
RTK # 18-35

Dear Ms. Blake:

Thank you for writing to Luzerne County with your request for information pursuant to the Pennsylvania Right-To-Know law. My email is Jackie.Carroll@luzernecounty.org.

On February 12, 2018, the Luzerne County Office of Law received a request for documents from you described in the attached Right to Know request. Your request is GRANTED and DENIED.

Your request is granted as to your request for the Luzerne County Personnel Policy in effect from 2016 to the present. It can be found on the Luzerne County website under the Human Resources link.

Also, I've attached a copy of the Arbitration Award that addresses the Light Duty practice at the Luzerne County Correctional Facility.

Your request is denied for the remaining request as the additional policies you requested do not exist.

Luzerne County does not maintain the records requested by you, therefore, your request is denied pursuant to §705 of the RTKL. §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".

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.

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If you choose to file an appeal for any reason, 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 me. Please be advised this correspondence will serve to close this request with our office as permitted by law.

Very truly yours,

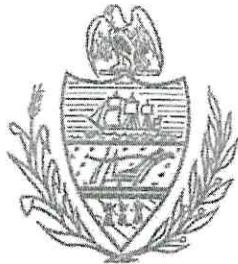
A handwritten signature in blue ink that reads "Jacqueline Musto Carroll". The signature is written in a cursive, flowing style.

JACQUELINE MUSTO CARROLL, ESQUIRE  
Luzerne County – Open Records Officer

RTK REQUEST NUMBER

DATE RECEIVED

5 DAY RESPONSE DATE



COUNTY OF LUZERNE

**RIGHT TO KNOW LAW REQUEST FORM**

NAME OF REQUESTER: Blake Alexia  
(PLEASE PRINT CLEARLY) LAST FIRST MI

MAILING ADDRESS: 436 Jefferson Avenue  
STREET / P.O. BOX  
Scranton PA 18510  
CITY STATE ZIP CODE

PHONE # 570-342-0505 FAX# 570-342-0999

EMAIL ADDRESS: akblake@BlakeWalshLaw.com

SIGNATURE: *Alexia Blake* DATE: 2/9/18

**RECORDS REQUESTED** - Requesters MUST specify the document(s) sought. Please use additional pages if necessary.  
Luzerne County Personnel Policy in effect in from 2016 to the present  
Luzerne County Supplemental Employment Policy in effect from 2006 to present  
Luzerne County Light Duty Policy in effect from 2010 to present  
Luzerne County Correctional Facility Light Duty Policy in effect from 2010 to present

**PLEASE CHECK ONE OF THE FOLLOWING:**

- 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