

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

April 3, 2017

Ford Turner  
Reading Eagle  
345 Penn Street  
Reading, PA 19603  
fturner@readingeagle.com  
RTK Request #17-34

Dear Mr. Turner

Thank you for writing to Luzerne County with your request for information pursuant to the Pennsylvania Right-To-Know law. Please note that I am now the Opens records Officer for Luzerne County. My email is Jackie.Carroll@luzernecounty.org.

On March 16, 2017, your request was received. On March 21, 2017, the Luzerne County Office of Law requested a 30-day extension to April 21, 2017. Your request is now granted and the documents requested are attached to this email.

Had your request been denied, you would 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 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,

JACQUELINE MUSTO CARROLL, ESQUIRE  
Luzerne County – Open Records Officer  
200 North River Street  
Wilkes-Barre, PA 18711



RTK 17-34

**pennsylvania**  
OFFICE OF OPEN RECORDS

**STANDARD RIGHT-TO-KNOW REQUEST FORM**

DATE REQUESTED: 3/16/2017

REQUEST SUBMITTED BY:  E-MAIL  U.S. MAIL  FAX  IN-PERSON

REQUEST SUBMITTED TO (Agency name & address): Luzerne-Wyoming Counties Drug & Alcohol Program  
Steve Ross or Open Records Officer, 20 N. Pennsylvania Avenue, Wilkes-Barre, PA 18710-3503

NAME OF REQUESTER: Ford Turner, Reading Eagle

STREET ADDRESS: 345 Penn Street

CITY/STATE/COUNTY/ZIP(Required): Reading, PA (Berks) 19603

TELEPHONE (Optional): (610) 371-5037 EMAIL (optional): fturner@readingeagle.com

RECORDS REQUESTED: *\*Provide as much specific detail as possible so the agency can identify the information. Please use additional sheets if necessary*

See attached sheet

- DO YOU WANT COPIES?  YES  NO
- DO YOU WANT TO INSPECT THE RECORDS?  YES  NO
- DO YOU WANT CERTIFIED COPIES OF RECORDS?  YES  NO
- DO YOU WANT TO BE NOTIFIED IN ADVANCE IF THE COST EXCEEDS \$100?  YES  NO

**\*\* PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES \*\***  
**\*\* IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL \*\***

**FOR AGENCY USE ONLY**

OPEN-RECORDS OFFICER:

I have provided notice to appropriate third parties and given them an opportunity to object to this request

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE:

*\*\*Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*