



RIGHT-TO-KNOW REQUEST FORM
PLEASE PRINT LEGIBLY

DATE OF REQUEST: _____

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

REQUESTER'S CONTACT INFORMATION

NAME:		COMPANY (if applicable):	
ADDRESS:	CITY:	STATE:	ZIP CODE:
PHONE:	FAX:		EMAIL:

RECORDS REQUESTED:

STREET ADDRESS ASSOCIATED WITH REQUEST:

PROVIDE AS MUCH SPECIFIC DETAIL AS POSSIBLE SO THE AGENCY CAN IDENTIFY THE INFORMATION. Include subject matter, time frame, and type of record or party names. 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.

DO YOU WANT COPIES? YES NO

DO YOU WANT TO INSPECT THE RECORDS INSTEAD OF HARD COPIES? YES NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES NO

INSTRUCTIONS: WILL PICK UP MAIL FAX EMAIL

NOTICE

RIGHT-TO-KNOW REQUEST RESPONSES MAY BE INCOMPLETE OR MAY HAVE TO BE READ IN CONJUNCTION WITH OTHER DOCUMENTS TO HAVE A COMPLETE AND TOTAL UNDERSTANDING OF THE CITY'S REGULATORY UNDERPINNINGS. THE CITY MAY REQUIRE PAYMENT OR PAYMENT OF FEES FOR THE REQUEST.

**ALL REQUESTS ARE SUBJECT TO REVIEW BY THE CITY SOLICITOR
 A RESPONSE WILL BE MADE WITHIN 5 TO 30 DAYS**

FOR OFFICE USE ONLY

COPIES: _____ X _____ = \$ _____	DATE REQUEST FULFILLED:
POSTAGE \$ _____	INITIALS OF STAFF MEMBER:
ADMIN. COST \$ _____	DEPTS. COPIES SENT TO:
TOTAL COST \$ _____	ACCOUNT # 01-000-361.710 (DUPLICATING SERVICES)
DATE INFORMATION: PICKED UP	MAILED:
	FAXED:

PLEASE REFER TO OPEN POLICY

CITY OF ALTOONA – RIGHT-TO-KNOW POLICY

ON JANUARY 1, 2009, A NEW RIGHT-TO-KNOW LAW (THE “RTKL”) TOOK EFFECT IN THE COMMONWEALTH OF PENNSYLVANIA. UNDER THIS STATUTE (ACT 3), PUBLIC RECORDS OF THE CITY OF ALTOONA, AND ALL MUNICIPALITIES, ARE GENERALLY AVAILABLE TO THE PUBLIC WHO REQUESTS THEM. THE CITY OF ALTOONA, AND ALL MUNICIPALITIES, ARE REQUIRED TO MAKE AVAILABLE FOR PUBLIC INSPECTION, RECORDS WHICH MEET THE GENERALLY OUTLINED QUALIFICATIONS SET FORTH IN THE ACT. FOR MORE INFORMATION REGARDING THE ACT, PLEASE CONTACT THE COMMONWEALTH OF PENNSYLVANIA’S OFFICE OF OPEN RECORDS, 333 MARKET STREET, 16TH FLOOR, HARRISBURG, PA 17101-2234, PHONE: (717) 346-9903 FAX: (717) 425-5343. THEY CAN ALSO BE REACHED AT THE FOLLOWING WEBSITE: WWW.OPENRECORDS.PA.GOV.

PUBLIC RECORD

THE RIGHT-TO-KNOW LAW DEFINES A PUBLIC RECORD AS INFORMATION, REGARDLESS OF PHYSICAL FORM, WHICH DOCUMENTS A TRANSACTION OR ACTIVITY OF THE CITY, AND THAT IS CREATED, RECEIVED OR RETAINED PURSUANT TO LAW OR IN CONNECTION WITH A TRANSACTION, BUSINESS OR ACTIVITY OF THE CITY.

REQUEST AND CONTACT INFORMATION

THERE ARE FOUR WAYS TO REQUEST A PUBLIC RECORD FROM THE CITY: 1) IN PERSON; 2) BY MAIL; 3) BY E-MAIL; 4) BY FAX.

REQUESTS FOR PUBLIC RECORDS CAN BE MADE BY COMPLETING AND SUBMITTING THE CITY’S RIGHT TO KNOW REQUEST FORM (PDF). THE CITY OF ALTOONA WILL ALSO ACCEPT THE FORMS SUPPLIED FOR MAKING SUCH REQUESTS BY THE COMMONWEALTH OFFICE OF PUBLIC RECORDS PUBLIC RECORDS ACCESS FORM.

ALL SUCH REQUESTS SHOULD BE SUBMITTED TO THE CITY OF ALTOONA’S OPEN RECORDS OFFICER AS FOLLOWS:

BY MAIL OR IN PERSON TO:

CITY OF ALTOONA
DEPARTMENT OF ADMINISTRATION
OPEN RECORDS OFFICER
1301 12TH STREET, SUITE 100
ALTOONA, PA 16601

ONLINE:

[HTTPS://WWW.ALTOONAPA.GOV/RIGHT-TO-KNOW-REQUEST](https://www.altoonapa.gov/right-to-know-request)
RIGHT-TO-KNOW REQUEST
(FILLABLE, SUBMITTABLE FORM)

BY FAX TO: (814) 949-2411

BY E-MAIL TO: CITYCLERK@ALTOONAPA.GOV

IF YOU HAVE QUESTIONS ABOUT OPEN RECORDS, YOU MAY CONTACT THE CITY’S OPEN RECORDS OFFICER AT (814) 949-2486 OR (814) 949-2408 OR BY EMAIL.

RESPONSE

THE CITY WILL RESPOND TO YOUR REQUEST IN THE MANNER REQUIRED BY THE ACT.

FEES

PAPER COPIES ARE 25 CENTS PER PAGE, OR IN ACCORDANCE WITH THE CITY OF ALTOONA FEE RESOLUTION, PLUS THE ACTUAL COST FOR POSTAGE IF MAILING IS REQUESTED. CERTIFICATION IS AN ADDITIONAL CHARGE OF \$3.00 PER DOCUMENT. FEES ARE PAYABLE TO:

CITY OF ALTOONA
DEPARTMENT OF ADMINISTRATION
C/O OPEN RECORDS OFFICER
1301 12TH STREET, SUITE 100
ALTOONA, PA 16601

IF THE FEE ASSOCIATED WITH A RIGHT-TO-KNOW REQUEST IS ANTICIPATED TO BE GREATER THAN \$100.00, THE FEE MUST BE PAID IN ADVANCE BEFORE THE CITY IS OBLIGATED TO DISTRIBUTE THE RECORDS.

APPEALS

IF YOUR REQUEST IS DENIED, APPEALS SHOULD BE SUBMITTED TO:

COMMONWEALTH OF PENNSYLVANIA
OFFICE OF OPEN RECORDS
333 MARKET STREET, 16TH FLOOR
HARRISBURG, PA 17101-2234.

APPEALS ARE HEARD BY OFFICERS OF THE OFFICE OF OPEN RECORDS.

ALL APPEALS MUST BE IN WRITING AND INCLUDE:

- A COPY OF THE ORIGINAL RIGHT-TO-KNOW REQUEST
- A COPY OF THE DENIAL LETTER
- STATE THE GROUNDS YOU BELIEVE THE RECORD IS A PUBLIC RECORD – A GENERAL STATEMENT THAT THE RECORD IS PUBLIC UNDER THE LAW IS INSUFFICIENT
- ADDRESS ALL GROUNDS THAT THE AGENCY (CITY) RAISED IN ITS DENIAL

ALL APPEALS MUST BE FILED WITHIN 15 BUSINESS DAYS OF THE MAILING DATE OF THE CITY OF ALTOONA'S NOTICE OF DENIAL OR A DEEMED DENIAL AS DEFINED IN THE ACT. ALL APPEALS WILL BE HANDLED IN ACCORDANCE WITH THE ACT – A GENERAL STATEMENT THAT THE AGENCY (CITY) IS INCORRECT IS INSUFFICIENT.

THE OFFICE OF OPEN RECORDS IS REQUIRED TO DISMISS ANY APPEAL THAT DOES NOT INCLUDE THIS INFORMATION.

FOR MORE INFORMATION GO TO [HTTPS://WWW.OPENRECORDS.PA.GOV](https://www.openrecords.pa.gov)