



# Lackawanna County

Commissioners

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## Right to Know Policy

### I. Public Information Requests

Right to Know Request Forms are available at the Lackawanna County Commissioners' Office, 123 Wyoming Ave, 6<sup>th</sup> Floor, Scranton, PA, 18503 or at [www.lackawannacounty.org](http://www.lackawannacounty.org)

Please forward completed Right to Know Request Forms to Lackawanna County Open Records Officer Traci Harte Commissioners' Office, 123 Wyoming Ave, 6th Floor, Scranton, PA, 18503, 570-963-6800, [hartet@lackawannacounty.org](mailto:hartet@lackawannacounty.org)

### II. Processing Requests

Lackawanna County will process requests in compliance with the provisions of Act 3 of 2008, the Pennsylvania Right to Know Act. Once received, the County has 5 business days to respond- either by granting the request, denying, or seeking an extension. [https://www.openrecords.pa.gov/Documents/RTKL/PA\\_Right-To-Know\\_Law.pdf](https://www.openrecords.pa.gov/Documents/RTKL/PA_Right-To-Know_Law.pdf)

The fee for copying records is .25 cents per page for Black and White copies, and 50 cents per page for Color copies. Requesters will be asked to prepay if fees are expected to exceed \$100.

Requesters will only be provided with existing county administration public records. If, upon reasonable investigation, available records pertaining to the request do not exist, the requester will be so notified and the request will be considered denied. The requester will be directed to the appropriate county row office if documents and/or records that satisfy the request are located in that office.

Requests should identify or describe records and/or documents with sufficient specificity to ascertain which records and/or documents are being requested.

### III. Denials

Denials for information pursuant to Act 3 of 2008, the Pennsylvania Right to Know Law, may be appealed to the Erik Arneson, Executive Director, Office of Open Records, Commonwealth Keystone Building, 333 Market Street, 16th Floor, Harrisburg, PA 17101, 717-346-9903, [openrecords@state.pa.us](mailto:openrecords@state.pa.us).