



**AGENCY OPEN RECORDS OFFICER  
REGISTRATION**

Office of Open Records  
Commonwealth Keystone Building  
400 North Street, 4<sup>th</sup> Floor  
Harrisburg, PA 17120-0225  
Fax: (717) 425-5343  
E-mail: [ORORegistration@pa.gov](mailto:ORORegistration@pa.gov)

**Agency Open Records Officer (“AORO”) Name and Address**

Agency Name: \_\_\_\_\_  
AORO Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
AORO Phone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Fax of AORO: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
E-mail Address of AORO: \_\_\_\_\_  
(NOTE: An agency may use a dedicated e-mail address for requests, i.e. RTKLRequest@agency.gov)  
Agency website address: \_\_\_\_\_

**Agency Posting Requirements**

Section 504(b) of the Right-to-Know Law (“RTKL”) requires that an agency post certain information at the agency and on the agency’s website, if the agency maintains a website. An agency must post:

- Contact information for the agency open records officer.
- Contact information for the Office of Open Records or other applicable appeals officer.
- A form which may be used to file a request.
- Agency regulations, policies and procedures related to the RTKL.

Please select one of the following:

- The agency posted all information required by Section 504(b) of the RTKL at the agency and on the agency’s Internet website.
- The agency posted all information required by Section 504(b) of the RTKL at the agency and the agency *does not* maintain an Internet website.

Respectfully Submitted,

\_\_\_\_\_  
AORO’s Signature

Date: \_\_\_\_\_