



FINAL DETERMINATION

DATE ISSUED AND MAILED: June 8, 2026

IN RE: *Robert Mancini v. Delaware County*; OOR Dkt. AP 2026-2110

Upon review of the appeal filed with the Office of Open Records (“OOR”) to the above-referenced docket number, it is determined that the appeal is **DENIED** because:

An agency may promulgate policies to govern its administration of the RTKL. 65 P.S. § 67.504(a). An agency that has a posted policy requiring the use of a form may deny access to records where a requester fails to use the required form. *See, e.g., Miller v. Chester County*, OOR Dkt. AP 2025-3497, 2025 PA O.O.R.D. LEXIS 3384. In this case, Delaware County (“County”) has a posted policy requiring the use of the County’s request form or the OOR’s standard request form.¹ Because the Requester did not submit his RTKL request on one of the required forms, the County was permitted to deny the Request due to the Requester’s failure to comply with the County’s Right-to-Know policy.² However, nothing in this Final Determination precludes the Requester from filing a new request with the County, consistent with the requirements in the County’s Right-to-Know policy.

For this reason, the County is not required to take any further action. Within thirty days of the mailing date of this Final Determination, you may appeal or petition for review with the Delaware County Court of Common Pleas. 65 P.S. § 67.1302(a). All parties must be served with notice of the appeal. The OOR also shall be served notice and have an opportunity to respond according to court rules as per 65 P.S. § 67.1303. However, as the quasi-judicial tribunal adjudicating this matter, the OOR is not a proper party to any appeal and should not be named as a party.³ All documents or communications following the issuance of this Final Determination shall be sent to oor-postfd@pa.gov. This Final Determination shall be placed on the website at: <http://openrecords.pa.gov>.

Issued by:

/s/ Joshua T. Young

Senior Deputy Chief Counsel
Joshua T. Young, Esq.

Sent via OOR e-file portal to: Requester, Agency Open Records Officer, Delaware County

¹ Notably, by correspondence dated June 1, 2026, the County provided the Requester with the OOR’s standard request form and instructed the Requester that the County would process his Request if he followed the County’s posted policy.

² *See ORPolicy.pdf* (last accessed on June 8, 2026).

³ *Padgett v. Pa. State Police*, 73 A.3d 644, 648 n.5 (Pa. Commw. Ct. 2013).