



pennsylvania
OFFICE OF OPEN RECORDS

FINAL DETERMINATION

IN THE MATTER OF	:	
	:	
MYLEE STAPLES,	:	
Requester	:	
	:	
v.	:	Docket No.: AP 2026-1732
	:	
BARRETT TOWNSHIP,	:	
Respondent	:	

The Office of Open Records (“OOR”) received the above-captioned appeal under the Right-to-Know Law (“RTKL”), 65 P.S. §§ 67.101 *et seq.* For the following reasons, the appeal is dismissed.

On March 27, 2026, Mylee Staples (“Requester”) submitted a request (“Request”) to Barrett Township (“Township”) pursuant to the RTKL, seeking insurance policies and declaration pages for short-term rentals for specified property addresses. As the Township did not respond within five business days, the Request was deemed denied. *See* 65 P.S. § 67.901.

On April 27, 2026, the Requester filed an appeal with the OOR, stating grounds for disclosure.¹ The OOR invited both parties to supplement the record and directed the Township to notify the OOR if any third parties have a direct interest in the appeal. 65 P.S. § 67.1101(c).

¹ The Requester granted the OOR an extension to issue a final determination. *See* 65 P.S. § 67.1101(b)(1) (“Unless the requester agrees otherwise, the appeals officer shall make a final determination which shall be mailed to the requester and the agency within 30 days of receipt of the appeal filed under subsection (a).”).

On May 11, 2026, the Township indicated that it provided the responsive records to the Requester on May 11, 2026, and uploaded copies of the responsive records to the OOR Portal. The responsive records provided by the Township consist of the insurance documents for the property locations specified in the Request. In consideration of the evidence that the Township conducted a search for and provided responsive records to the Requester, the OOR asked the Requester on two occasions to clarify whether any outstanding issues remained for disposition in this appeal.² To date, the Requester has not made a submission challenging the records provided by the Township. Based on the evidence submitted by the Township that it provided all records responsive to the Request to the Requester on May 11, 2026, the OOR finds that no issues remain for disposition in this appeal. Therefore, because the Township provided all responsive records to the Requester, the appeal is **dismissed as moot**. See *Chester Water Auth. v. Pa. Dep't of Cmty. & Econ. Dev.*, 249 A.3d 1106, 1114 (Pa. 2021) (finding that a matter was settled by provision of records and, thus, “the controversy has been mooted”).

The file is now closed and no further action will be taken. This Final Determination is binding on the parties. Within thirty days of the mailing date of this Final Determination, either party may appeal to the Monroe 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, but 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

² On May 28, 2026, the OOR notified the Requester that unless a response was received by June 5, 2026, indicating that outstanding issues remained for disposition, the instant appeal would be dismissed.

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

Determination shall be sent to oor-postfd@pa.gov. This Final Determination shall be placed on the OOR website at: <http://openrecords.pa.gov>.

FINAL DETERMINATION ISSUED AND MAILED: June 9, 2026

/s/ Catherine R. Hecker

APPEALS OFFICER
CATHERINE R. HECKER

Sent via the OOR Portal to: Mylee Staples
Nichole Irvin