

[INSERT AGENCY LETTERHEAD]

ATTESTATION THAT REQUEST NOT RECEIVED

Name of Requester: [INSERT NAME OF REQUESTER]

Records Requested: [INSERT DESCRIPTION OF REQUEST]

Appeal Caption: [INSERT OOR CAPTION AND DOCKET NUMBER]

I, [INSERT NAME OF OPEN RECORDS OFFICER], hereby declare, pursuant to 18 Pa.C.S. § 4904, that the following statements are true and correct based upon my personal knowledge information and belief:

1. I serve as the Open Records Officer for the [INSERT NAME OF AGENCY] (“Agency”).
2. I am responsible for responding to Right-to-Know requests filed with the Agency.
3. In my capacity as the Open Records Officer, I am familiar with the records of the Agency.
4. Upon receipt of the instant appeal, I conducted a thorough examination of files in the possession, custody and control of the Agency for the request underlying this appeal.
5. After conducting a good faith search of the Agency’s files, I have made the determination that the Agency did not receive the request underlying this appeal.
6. The Agency actually received the request when we received the appeal documents in the above captioned matter.
7. The Agency processed the request and is preparing a response as required by the Right-to-Know Law.

Date: [Click here to enter a date.](#)

Signature: _____
[INSERT NAME OF OPEN RECORDS OFFICER]
Open Records Officer
[INSERT NAME OF AGENCY]