

# OOA Online Agency Open Records Officer Registration

1. Visit <http://www.openrecords.pa.gov/AORO/>.

**OOA**  
Office of Open Records

RIGHT-TO-KNOW LAW ▾ APPEALS ▾ SUNSHINE ACT TRAINING ▾ CONTACT ▾

## ONLINE AORO REGISTRATION

This page allows agency open records officers to complete their registration form and provide updates online. To access your agency's update form, please enter your agency name in the search field below and click the edit symbol on the left-hand side. Then, make the appropriate updates to your Open Records Officer contact information and click submit. Once the information is submitted to the OOR, we will send an e-mail confirming the changes. The OOR will review the information and update the public AORO database in five business days. Here are [step-by-step instructions](#) to guide you through the process.

If your agency is not listed in the OOR's AORO database, please complete the [Agency Open Records Officer Registration](#) form and submit the completed form to the Office of Open Records by email, fax (717-425-5343), or regular mail. When completing the form, please include the Agency Open Records Officer's name, business address, phone number, fax number, e-mail address, and the name of the agency represented, including the department, if applicable. In addition, please indicate whether the agency is in compliance with information posting requirements under the RTKL.

Please contact us at 717-346-9903 if you have any questions about using the online AORO registration form.

Please note that 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.

Open Records Officer Search

Agency Name  Type  Sub-type


2. Find your Agency in the "Agency Name" search box.

Open Records Officer Search

Agency Name  Type  Sub-type

3. Click .

**NOTE:** If you cannot find your agency, please complete the [Agency Open Records Officer Registration form](#) and return to our office by [e-mail](#), fax (717) 425-5343, or mail at 333 Market Street, 16<sup>th</sup> Floor, Harrisburg, PA 17101-2234.

4. Click on the  icon beside your agency's name.
5. Update the following information where needed:
  - a. Agency Open Records Officer's name;
  - b. Phone number;
  - c. Fax number;
  - d. E-mail address;
  - e. Mailing address;
  - f. County;
  - g. Municipality; and
  - h. School district in which your agency is located.
6. Enter the information for the Alternate Agency Open Records Officer and Solicitor, if applicable.
7. Indicate whether your agency complies with the information posting requirements under Section 504(b) of the RTKL.

- 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.
- None of the above.

8. Click "I'm not a robot"  and complete any security task.

9. Click 

10. When this alert box appears at the top of the screen, the OOR received the changes submitted:

 The form has been submitted successfully. The changes will not be reflected in the public AORO database until reviewed and approved by OOR staff. The OOR will review and post the submitted changes within five business days.

**NOTE:** All emails associated with the account will receive a confirmation e-mail when the changes are submitted. The OOR will review and confirm any changes within five business days.

## QUESTIONS

If you have any difficulty accessing the online registration form or have any other questions about the process, please contact us at (717) 346-9903 or [openrecords@pa.gov](mailto:openrecords@pa.gov).