

[Insert Agency Logo or Name]

REQUESTING INFORMATION UNDER THE RIGHT-TO-KNOW LAW

**To request records under Pennsylvania's Right-to-Know Law,
you may file a request with this Agency's Open Records Officer:**

[Agency Open Records Officer Name]

[Agency Name]

[Address 1]

[Address 2]

Phone: [Phone No.]

Fax: [Fax No.]

Email: [Email]

Website: [Web Address]

**To challenge this Agency's response to a RTKL request,
you may file an appeal within 15 business days with:**

Office of Open Records

333 Market Street, 16th Floor

Harrisburg, PA 17101-2234

Phone: (717) 346-9903

Fax: (717) 425-5343

Email: openrecords@pa.gov

Website: <http://openrecords.pa.gov>

**To challenge this Agency's response to a RTKL request for criminal investigative records,
you may file an appeal within 15 business days with:**

[County] District Attorney's Office

[Address 1]

[Address 2]

Phone: [Phone No.]

Fax: [Fax No.]

Email: [Email]

Website: [Web Address]

**In compliance with Section 504 of the RTKL,
the following documents have also been posted at this Agency:**

A form which may be used to file a request.

This Agency's policy relating to the RTKL.