

[INSERT AGENCY LETTERHEAD]

ATTESTATION REGARDING AGENCY POSSESSION OF RECORDS

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”) and am responsible for responding to Right-to-Know requests filed with the Agency.
2. In my capacity as the Open Records Officer, I am familiar with the records of the Agency.
3. Upon receipt of the request, I conducted a thorough examination of files in the possession, custody and control of the Agency for records responsive to the request underlying this appeal, specifically ... **[Provide additional details describing the search(es) conducted by the Agency and the records or types of records that were reviewed. If e-mails or other electronically stored records were searched, identify the location(s) searched (i.e., individual e-mail accounts, agency servers, deleted e-mail servers, service providers, etc.)]**
4. Additionally, I have inquired with relevant Agency personnel and, if applicable, relevant third-party contractors as to whether the requested records exist in their possession, specifically... **[Provide additional details identifying which third party was asked for records, whether the individual(s) or party(s) responded to the Agency’s inquiry and describe the content of their response(s). When applicable, provide additional information explaining why some or all of the records do not exist or why the agency does not possess the records.]**
5. Based upon the above-described search of the Agency’s files and inquiries with relevant Agency personnel, I have made the determination that the records requested are not within the Agency’s possession, custody or control.

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

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