

Sample Affidavit That Agency Provided All Responsive Records

[Agency logo / letterhead]

Attestation That Agency Provided All Responsive Records

Name of Requester: [Name of Requester]

Records Requested: [Description of Request]

Appeal Caption: [OOR Caption and Docket Number]

I, [Name of Agency 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 Agency Open Records Officer (“AORO”) for [Name of Agency] (“Agency”) and am responsible for responding to Right-to-Know requests filed with the Agency.
2. In my capacity as the AORO, 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 regarding likely locations of responsive records, likely custodians of responsive records, the search(es) conducted and the records or types of records that were reviewed. If the search(es) included emails or other electronically stored records, identify the location(s) searched (e.g., individual email accounts, agency servers, any other 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 the parties that were contacted, indicating whether the parties responded and describing the content of the response(s). If 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. After conducting a good faith search of the Agency's files and inquiring with relevant Agency personnel, I identified all records within the Agency's possession, custody or control that are responsive to the request and provided them to the requester... *[Provide additional details identifying the date on which the records were provided to the requester and the method of production (e.g., records were provided along with the Agency's response to the request or were mailed separately, the requester retrieved the records from the Agency, the records were provided during the course of the appeal, etc.)].*

Date: _____

Signature: _____

[Name of AORO]

Agency Open Records Officer

[Name of Agency]