

## **Sample Affidavit That Request Not Received**

[Agency logo / letterhead]

### **Attestation That Request Not Received**

**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 the [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 instant appeal, I conducted a thorough examination of files in the possession, custody and control of the Agency for the request underlying this appeal, specifically, [provide details describing the search(es) conducted, employees contacted and their responses and, if known, reasons why the request may not have been received (e.g. mistaken address, problems with email server, etc.)].
4. 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.
5. The Agency only received the request upon receipt of the appeal documents in the above-captioned matter.

6. The Agency has processed the request and is preparing a response as required by the Right-to-Know Law.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

***[Name of AORO]***

Agency Open Records Officer

***[Name of Agency]***