**Sample RTKL Extension Notice**

**[****Agency logo / letterhead]**

**Right-To-Know Law Extension Notice**

Date

Requester’s Name

Address [***Note: Extension notices may be sent by email***]

City, State & Zip Code

Dear [***Requester***]:

Thank you for writing to [***Agency***] to request records pursuant to Pennsylvania’s Right-to-Know Law (“RTKL”), 65 P.S. §§ 67.101 *et seq*. On [***date request received by agency***], you requested **[*description of records requested or restate the request***].

Pursuant to Section 902(a) of the RTKL, an additional 30 days are required to respond because (check all that apply):

The request requires redaction in accordance with Section 706 of the RTKL.

The request requires the retrieval of a record stored in a remote location.

A timely response cannot be accomplished due to bona fide staffing limitations.

A legal review is needed to determine whether the record is subject to access.

The requester has not complied with the Agency’s policies regarding access to records.

The requester refuses to pay applicable fees authorized by the RTKL.

The extent or nature of the request precludes a response within the required time period.

[***Agency***] expects to respond to your request on or before [***insert date here, no later than 30 calendar days after the expiration of the original 5 business day response time***]. [***If applicable: It is estimated that reproducing the requested records will cost [good-faith estimate of duplication fees].***]

Respectfully,

[***Signature***]

[***Agency Open Records Officer’s name***]

[***Contact information***]