**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***]