

## RIGHT TO KNOW CHECKLIST

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1. Requests may be verbal, written, and even anonymous, however if the requester wants to preserve the right to appeal it shall be in writing on a Right to Know Request Form or the State Open Records' Office's form.
2. Date stamp request.
3. When ORO is unavailable then the ORO stamps the date she physically receives the Right to Know request to start the calendar on the required five-business day response time.
4. Determine whether the request for a public record is a legislative record, or a financial record.
5. Verify if the request is specific enough to fill the request.
6. Research whether the agency have physical possession/custody of the record in the office.
7. If the request cannot be furnished within five-business days, notify the requester in writing within that time frame that the borough requires an extension of 30 days to fill the request for the following reasons:
  - a. The volume of records requested will take more time to retrieve or that the agency requires a deposit because the duplication fee exceeds \$100 or for any of the following reasons:
  - b. The record is part public and part exempt therefore it requires redaction.
  - c. The record is stored off site or must be obtained from a third party.
  - d. The request must be referred to solicitor for his legal review to determine if the record is a public record or exempt. If the record is determined exempt, then the letter must state the basis (provision in the Right to Know Law) to deny the record.
8. Written requests can be sent via email, fax, or other electronic means.
9. If the record does not exist in the format that the requester wants, then the agency is not required to create a record and that reason must be documented in the response to the requester.
10. All Right to Know requests that have been completed however not retrieved must be retained for 60 days and then discarded.