

## Public Records Release Policy

The NWPA Workforce Development Board (WDB) has developed this policy to provide the public with timely access to public records to the fullest extent required by law. In compliance with the Commonwealth of Pennsylvania’s Right to Know Law (RTKL), 65 P.S. §§ 67.101 – 67.3104, public records dealing with the receipt or disbursement of funds by the Northwest PA Workforce Development Board’s fiscal agent, County of Venango, can be requested as follows:

All Right to Know requests must:

- 1) Be submitted in writing to:

Chief Clerk/County Administrator of Venango County  
 Venango County Courthouse Annex  
 1174 Elk Street  
 Franklin, PA 16323

- 2) State the name and address of the requester;
- 3) Set forth the address to which the response should be addressed; and
- 4) Identify or describe the records sought with sufficient specificity to enable the County of Venango to ascertain which records are being requested.

### REFERENCE

Commonwealth of Pennsylvania’s Right to Know Law (RTKL), 65 P.S. §§ 67.101 – 67.3104

### HISTORY

Name	Date	Rev. Level	Description of change	Effective Date
Deb O’Neil	07/18/2017	A	New Policy	08/11/2017