

Public Records Release Policy

The NWPA Job Connect (Workforce Development Board) has developed this policy to provide the public with timely access to public records to the fullest extent required by law. The Commonwealth of Pennsylvania's Right to Know Law (RTKL), 65 P.S. §§ 67.101 – 67.3104, governs the rights of the public to inspect and obtain copies of public records.

Public Records are defined as a record, including financial records, that are not exempt under Section 708 of the act. A record is defined as, "any information regardless of its physical form or character that documents a transaction of an agency AND is created, received, or retained pursuant to law OR in connection with a transaction, business, or activity of an agency."

- 1) Right to Know Written requests may be submitted in person, by mail, by email, or by facsimile.

Susan Richmond, Right to Know Officer
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- 2) The request must state the name and address (mailing and/or email) of the requester;
- 3) The request must set forth the address (mailing and/or email) to which the response should be addressed; and
- 4) The request must identify or describe the records sought with sufficient specificity to enable the Right to Know Officer to ascertain which records are being requested and determine if they are public record.
- 5) Or you may use the following form:
[Standard Right to Know Law Request Form](#)

Exceptions: Certain Information Protected from Disclosure:

All agency records are subject to the Right to Know Law. However, not all records are public records. The law contains 30 exceptions, cited in Section 708, that permit an agency to withhold records. An agency may deny release of a record if it falls within one of the 30 exceptions designed to protect information that is confidential or may jeopardize safety or investigations. Other laws also make certain records non-public.

Copy charges may be imposed. NWPA Job Connect will follow the County of Venango's Fees schedule in their Right to Know policy.

Response Time:

Written requests will be responded to within (5) five business days by the Right to Know Officer in one of the following manners:

- The requested records will be supplied; or
- The request will be denied. If denied, the denial will contain a description of the records requested, the reason for the denial, including citation of supporting legal authority, the name, title, business address and telephone number, and signature of the person on whose authority the denial is issued, the date of the response, and the procedure to appeal the denial under the Act; or
- If the requested records require redaction; retrieval from a remote location; legal review; a timely response cannot be made due to staffing limitations; requestor refused to pay any applicable fees; requestor has not complied with the policy regarding access to records or the extent or nature of the request precludes a response within the required time period:
 - The Open Records Officer will send written notice that the request is being reviewed, the reason for the review, and a reasonable date by which the response is expected to be provided.

Appeals:

Upon denial of a written request, the requester may file an appeal with the Commonwealth Office of Open Records. The appeal must be filed within 15 business days of the mailing date of the Open Records Officer's response or deemed denial. Appeals should be sent to the Office of Open Records, 333 Market Street, 16th Floor, Harrisburg, PA, 17101-2234. May be submitted via facsimile to 717-425-5343 or via [email](#) as a Microsoft Word or PDF attachment. More information on appeals can be found at [Commonwealth Office of Open Records](#).

This policy is posted on the NWPA Job Connect website.

Fees:

Applicable fees to be charged by the agency under the RTKL are as follows:

A. Fees Determined by the Office of Open Records

Unless otherwise directed by statute, the agency will charge \$.25 per page for duplication, although on-site publication may be at a reduced rate of \$.15, at the discretion of the agency.

Pursuant to this agency policy, an agency may waive duplication fees for 20 pages or less. Duplication charges are to be paid for any duplication in excess of 20 pages.

B. Specialized Fees.

1. The agency will charge \$5 for certified copies, when requested by the requestor, in addition to \$.25 per page for duplication.

2. The agency will charge the actual cost for postage, facsimile/microfiche or other media, as well as for specialized documents, except that postage fees will be waived for postage that costs under \$1.00.

C. Reasonable and Necessarily Incurred Costs

As expressly provided by 65 P.S. §67.1307(g), the agency has the authority to charge requestors reasonable fees for necessary incurred costs. The agency will determine and charge fees on a case-by-case basis.

D. General.

No charge shall be made for agency or legal review of the record to see whether the requested records are public records that are subject to production.

If the estimated fees that are required to fulfill the RTKL request exceed \$100, the requestor must pay the estimated amount in advance, either by certified check or by ordinary check, which must first have cleared to be considered received by the agency. The demand for prepayment will specify a reasonable period of time in which the requestor must make such prepayment. Failure to make the estimated payment by the date required by the Agency in its interim response will result in the request being deemed withdrawn.

All applicable fees must be paid in order to receive access to the record requested. Any requestor who has unpaid amounts outstanding the agency or to any agency under the Governor’s jurisdiction, in relation to RTKL requests where production was made by any such agency, may not be granted access to records under other RTKL requests until such prior amounts due have been paid in full.

When an estimated fee was not required to be paid because the estimate was under \$100, but actual fees are over \$100 or where the fee was under \$100, the agency has the discretion to produce the records and invoice for the amount due or to require payment prior to production.

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
Susan Richmond	01/03/2024	B	Additional Information added	11/13/2024