

PARTNER WORK

RIGHT TO KNOW POLICY

Partner4Work is committed to providing 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, Partner4Work will accept RTKL requests submitted on a properly completed uniform [form published by the Office of Open Records \(PDF\)](#) on the PA Office of Open Record's website.

All RTKL requests must:

1. Be submitted in writing via one of the following methods:

Mail:

Open-Records Officer
650 Smithfield Street,
Suite 2400
Pittsburgh, PA 15222

Hand Delivery:

Open-Records Officer
650 Smithfield Street,
Suite 2400
Pittsburgh, PA 15222

Facsimile:

Open-Records Officer
(412) 552-7091

Email:

righttoknow@partner4work.org

2. State the name and address of the Requester;
3. Provide the address to which the Response should be addressed; and
4. Identify and describe the records sought in a specific and concise manner to enable Partner4Work to determine which records are being requested.

Partner4Work's Open-Records Officer will:

- Stamp the date of receipt on the written request.
- Compute the day on which the five business day response period under Section 901 will expire, make a notation of that date on the written request, and attempt to meet the request.
- Maintain an electronic or paper copy of a written request, including all documents submitted with the request until the request has been fulfilled.
- If the request is denied, the written request shall be maintained for 30 days.
- If an appeal is filed, keep the records until a final determination is issued or the appeal is deemed denied.
- Create a file and keep all of the following:
 - The original request
 - A copy of the response
 - A record of written communications with the requester

For purposes of this policy, Partner4Work's business hours are from 8:30 a.m. to 4:00 p.m. Monday-Friday.

Appeals

To challenge the denial, partial denial, or deemed denial of a request for Agency records, an appeal may be filed using the OOR appeal form, available at <http://www.openrecords.pa.gov/Appeals/AppealForm.cfm>.

Updates

Date	Policy Update
03/04/2025	Rephrased language to improve accessibility. Updated Standard Right-to-Know Law Request Form. Added section on appeals.

Effective Date: March 4, 2025

Last Reviewed: January 28, 2026



Standard Right-to-Know Law Request Form

Please read carefully. Complete this form and retain a copy of **both** pages; this copy may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied. More information about the RTKL is available at <https://www.openrecords.pa.gov>. In most cases, a completed RTKL request form is a public record.

SUBMITTED TO AGENCY NAME: _____ (Attn: AORO)

Date Request Submitted: _____ Submitted via: Email U.S. Mail Fax In Person

PERSON MAKING REQUEST:

Full Name: _____

Company (if applicable): _____

Please send response via: Email U.S. Mail

If you wish to obtain records that only exist in hard copy, or must be provided on an electronic storage device, you may be required to provide a mailing address to the agency. See Section 703.

Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

How do you prefer to be contacted if the agency has questions? Telephone Email U.S. Mail

By checking this box, I affirm that my full name and contact information is true and correct, and that I am a legal resident of the United States. I understand that failure to check this box may result in the denial of my request and the dismissal of any appeal filed with the Office of Open Records.

RECORDS REQUESTED: Provide as much detail as possible, including subject matter, time frame, and type of record sought. RTKL requests must seek records, not ask questions. Use additional pages if necessary.

Form continues on page 2. Retain a copy of both pages.

RECORDS REQUESTED (continued):

DO YOU WANT COPIES? Yes, printed Yes, electronic No, in-person inspection

Records shall be provided in the medium requested if they exist in that medium; otherwise, they shall be provided in the medium in which they exist. See Section 701. Your request may require payment or prepayment of fees. View the [Official RTKL Fee Schedule](#) for more details.

I understand that my request may incur fees. Notify me before further processing if fees will be more than \$100 (or) \$_____.

Do you want [certified copies](#)? Yes (may be subject to additional costs) No

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: _____ Date Received: _____ Response Due (5 bus. days): _____

30-Day Ext.? Yes No (If Yes, Final Due Date: _____) Actual Response Date: _____

Request was: Granted Partially Granted & Denied Denied Cost to Requester:
\$ _____

Appropriate third parties notified and given an opportunity to object to the release of requested records.

Retain a copy of both pages of this Form.