

**SENATE OF PENNSYLVANIA
SENATE RIGHT-TO-KNOW LAW APPEALS OFFICE**

**ADVISORY REGARDING THE IMPACT OF COVID-19
ON RIGHT-TO-KNOW LAW APPEALS**

In light of the novel coronavirus (COVID-19) and Governor Wolf’s March 6, 2020 Emergency Declaration and subsequent orders, the Senate Right-to-Know Law Appeals Office (the “Office”) is implementing the following guidelines applicable to all Right-to-Know Law appeals under the jurisdiction of this Office:

1. Electronic Filing of Appeals. While the Senate of Pennsylvania’s Right-to-Know Law Statement of Policy states that Right-to-Know Law appeals “shall be filed, *in writing*, with the Appeals Officer within 15 business days of the mailing date of the denial or deemed denial,” 104 Pa. Code § 7.16(c)(1) (emphasis added), this Office will accept appeals filed electronically. We encourage requesters to utilize our online appeals form, which can be found at www.secretary.pasen.gov. The email address for the Office is RTKAppeals@os.pasen.gov.

2. Electronic Filing of Submissions. Once an appeal is filed, the Office strongly encourages parties to file submissions electronically. The email address for the Office is RTKAppeals@os.pasen.gov.

3. Appeals and Submissions via Physical Mail. Parties are advised that any filings submitted solely by postal mail may not be docketed until the Office returns to normal operations. The Office strongly encourages parties to file appeals and submissions via email to ensure that appeals and submissions are received by the Office within established deadlines.

4. Extension Requests. We encourage parties to continue to act considerately and with patience during this time. In light of COVID-19 and Governor Wolf’s March 6, 2020 Emergency Declaration and subsequent orders, to ensure a full and fair opportunity for parties to meaningfully participate in the appeal process, this Office encourages all parties to jointly confer on all reasonable requests for an extension of time to comply with filing deadlines once an appeal is docketed. This includes any extensions of time requested by this Office.

This Advisory is effective immediately and will remain in effect until further notice.

If and when events warrant any update to this advice, it will be posted here. You may also contact the Senate Appeals Officer via email at RTKAppeals@os.pasen.gov. Please visit the [Open Records Officer’s](#) website regarding any questions on RTKL requests.

Information about Coronavirus (COVID-19) is available from the [Pennsylvania Department of Health](#) and the [CDC](#).

Dated: March 23, 2020

/s/ Megan Martin

Megan Martin
Senate Appeals Officer