



APPEAL FORM

By filing this appeal form with the Senate RTK Appeals Officer, you are choosing to initiate a legal proceeding that asks the Appeals Officer to review the denial, partial denial, or deemed denial by the Senate Open Records Officer of a Right-to-Know Law request that you submitted. Please read this form and the instructions carefully and follow closely the rules governing the filing of an appeal, located at 104 Pa. Code § 7.16. Failure to follow the rules may result in the dismissal of your appeal.

You may mail, email, or hand-deliver your appeal to:

Pennsylvania Senate RTK Appeals Officer
462 Main Capital Building
Harrisburg, PA 17120-3053
RTKAppeals@os.pasen.gov

Appeal Information

Today's Date: _____

Requester Name(s): _____

Address/City/State/Zip: _____

Email: _____ Phone/Fax: _____ / _____

Request Submitted to Senate Open Records Officer Via (*check only one*):

Email Mail Fax Hand Delivery Web Form

Date of Right-to-Know Law Request: _____

Date of Response: _____ Check if no response

I was denied access to the following records (*use additional pages if necessary*): _____

I am appealing for the following reasons (*use additional pages if necessary*): _____

- I have attached a copy of my request for records.
- I have attached a copy of all responses from the Senate Open Records Officer regarding my request.
- I have provided the Senate Open Records Officer with a copy of this Appeal Form and attachments via email to rtkofficer@occ.pasen.gov, or via mail to Senate Open Records Officer, 104 North Office Building, Harrisburg, Pennsylvania 17120.
- I consent to provide the Senate RTK Appeals Officer an additional 30 days to issue a final determination.
- I consent to receive communications regarding this appeal via email.

Signature of Requester or Requester's counsel

FILING INSTRUCTIONS

Please read and follow these instructions in their entirety. Failure to follow the requirements outlined below may result in the dismissal or delay of your appeal.

By filing this Appeal Form with the Senate RTK Appeals Officer, you are choosing to appeal the Senate Open Records Officer's denial, partial denial, or deemed denial of your RTKL request. The appeal will require you to file documents, respond to requests from the Senate Appeals Officer, and may ultimately require you to participate in a hearing.

How to File a Notice of Appeal

Your appeal must be in writing. You must file your appeal, along with any required documents and information, with the Senate Appeals Officer via mail, email, or hand delivery to the following address:

Pennsylvania Senate RTK Appeals Officer
462 Main Capital Building
Harrisburg, PA 17120-3053
RTKAppeals@os.pasen.gov

Your appeal must include the information requested on the Appeal Form, including your complete contact information, a copy of your original request, and a copy of the response(s) you received from the Senate Open Records Officer, if any. Your appeal must be received within 15 business days of the mailing date of the denial or deemed denial from the Senate Open Records Officer. An appeal filed by mail, hand, or other delivery service that is received after the close of the business day at 5:00 PM Eastern Time shall be deemed to be filed on the following business day. An appeal filed electronically before midnight Eastern Time will be considered to be filed on that date.

As required by the Right-to-Know Law, your appeal must state the grounds on which you assert that the records you requested are legislative records, and you must address any grounds stated in the denial from the Senate Open Records Officer.

Appeals Procedure

Upon receipt of your appeal, the Appeals Officer will request that the Senate Open Records Officer file a written reply, generally within 10 calendar days of receipt of the appeal. You may file a written reply in accordance with the deadline set by the Appeals Officer, which is generally within 7 calendar days of the date of the mailing of the Open Records Officer's reply. Unless you agree upon an extension, the Senate Appeals Officer must issue a written determination within 30 calendar days of receiving your appeal.