

Centre County Public Records Request Form (D,16)
*For requests of public records filed under the provisions of the
Pennsylvania Right To Know Law,
Act 100 of 2002 (Purdons, 65 P.S. §65 et sec.),
and the Centre County Government Open Records/Right to Know Policy*

Name of Person Requesting Public Record: _____

Are you a resident of the Commonwealth of Pennsylvania? Yes No

Mailing Address: _____

Phone Number: () _____

The name of the person making the request, as well as mailing address and phone number is needed for each request, even if the material is being picked up. This allows the agency to provide a written response to the request and to contact the requestor for clarification if required.

Please describe the public records being requested. Provide as much detail as possible: 1) whether the record is a set of minutes, an order, or a decision, a contract, an account, or a voucher; 2) the agency, board, commission, or department involved; and 3) the date of the public record:

The person requesting the public records agrees to reimburse the County for the cost of reproducing the records requested; actual mailing costs, if any; certification fees, if any; and other allowable costs incurred in complying with the request, if any. Requests totaling \$100 or more require a deposit of 25%, with the balance payable at the time the request for public records is fulfilled, unless prior arrangements have been made with the agency that is providing the records.

Signature of Person Requesting Public Records: _____

Date of Request: _____

Initial Action Taken:

Approve Request **Review Request** **Deny Request***

**The reasons for denying the request or requiring additional time to respond must be provided.*

Name of person responding to the request: _____

Title: _____

Agency address: Willowbank Building Courthouse
 Bellefonte, PA 16823 Bellefonte, PA 16823

Agency telephone number: _____

Signature of person responding: _____

Date: _____

Final Action Taken:

Approve Request **Deny Request***

**The reason(s) for denying the request must be provided.*

Signature of person responding: _____

Date: _____

Signature of person picking up records: _____

Date: _____

Reason(s) for denying the request:

Attach additional pages if necessary

Reason(s) for requiring additional time to respond:

Attach additional pages if necessary

Appeals Process

If your request for a public record is denied, you may appeal. The appeals process is described below.

Appeal of Denial

Appeals must be made in writing within 15 days of the date of mailing, or the date of deemed denial, of the request.

Written requests for records denied by the Director of Administrative Services/Chief Clerk may be appealed to the County Commissioners. Written requests for records denied by an independently elected official, or by the Court Administrator, may be appealed to that office.

The requestor must state grounds for the appeal and how the document(s) being requested constitute a public record. The requestor must also reply to the reasons given for the denial.

The final decision on an appeal must be made within 30 days of the mailing of the filing of the appeal. A hearing may held prior to making a final decision, but the hearing must held within 30 days of receiving the appeal.

Judicial Appeal

Appeals from final decisions may be filed with Court of Common Pleas of Centre County or a district magistrate. The Court or magistrate must give a reasoned decision that includes: findings of fact, conclusions of law, a clear and concise explanation of the rationale why the court has reached its decision to approve or disapprove the application for the requested documents.