



**PENNSYLVANIA HUMAN RELATIONS COMMISSION  
RIGHT TO KNOW LAW POLICY**

The Pennsylvania Human Relations Commission establishes the following policy, as provided by Section 504 of the Pennsylvania Right to Know Law. Section 702 provides that only written requests are entitled to the various rights and remedies provided in the Right to Know Law.

Section 703 of the Right to Know Law provides that a written request "should identify or describe the records sought with sufficient specificity to enable the agency to ascertain which records are being requested and shall include the name and address to which the agency should address its response." The request shall also contain a statement that the requester is a legal resident of the United States. The request should, but need not, include a telephone number where the requestor may be reached, should any questions arise about the request.

A written request for records shall be submitted in person, by mail, e-mail or fax to:

Debbie Walters  
Agency Open Records Officer  
Pennsylvania Human Relations Commission  
Executive Offices  
333 Market St., 8<sup>th</sup> Floor  
Harrisburg, PA 17101-2210  
FAX: (717) 787-0420  
e-mail: RA-RTK\_PHRC@state.pa.us  
phone: 717-787-9536

The commission may, in its sole discretion, choose to fulfill verbal or anonymous requests for records.

The Pennsylvania Office of Open Records has established a Standard Right to Know Request Form (attached). Any request received on this form will be accepted for processing.

If all or part of a request for records is denied, appropriate notification will be provided as required under the requirements of the Right to Know Law.

You may reach the Pennsylvania Office of Open Records by contacting:

Erik Arneson  
Executive Director  
Pennsylvania Office of Open Records  
Commonwealth Keystone Building  
400 North Street, Plaza Level  
Harrisburg, PA 17120

The following fees apply to the release of all other public records:  
Fee per page for paper duplication 15 cents



Fee per printed 8 ½" x 11" page equivalent for duplication on disk –  
Portable Document Format (pdf) 15 cents

In Rich Text format (certain features of original may be lost) 15 cents

Postage charges shall not exceed the actual cost of  
mailing

Fee for certification of copies – \$1.00 per record or group of records  
certified as one record

(provided only if specifically requested by the requester for the purpose  
of

legally verifying the public records)

Fee for cost of labor and materials is included in per page price.

The commission may require prepayment of an estimate of the fee where  
the fee is expected to exceed \$100.

Fees are waived if the total cost is less than \$1.

A variety of commission public records may be viewed and printed directly from the  
commission's website, [www.phrc.state.pa.us](http://www.phrc.state.pa.us). The commission does not charge a fee  
for viewing or printing records from the website and permission to print records is  
not necessary.

There is also no fee for various pamphlets, brochures and other informational  
publications available on the website. A limit may be placed on the number of free  
hard copies of any one publication.

Copies of public hearing opinions may be printed directly from the website at no  
charge.



**STANDARD RIGHT-TO-KNOW REQUEST FORM**

**DATE REQUESTED:**

**REQUEST SUBMITTED BY:**            E-MAIL            U.S. MAIL            FAX            IN-PERSON

**NAME OF REQUESTOR** \_\_\_\_\_

**STREET ADDRESS** \_\_\_\_\_

**CITY/STATE/COUNTY (Required)** \_\_\_\_\_

**TELEPHONE**  
**(Optional)** \_\_\_\_\_

**RECORDS REQUESTED:**

*\*Provide as much specific detail as possible so the agency can identify the information.  
Use additional sheets if necessary.*

**DO YOU WANT COPIES?** YES or NO

**DO YOU WANT TO INSPECT THE RECORDS?** YES or NO

**DO YOU WANT CERTIFIED COPIES OF RECORDS?** YES or NO

\_\_\_\_\_  
**RIGHT TO KNOW OFFICER:**

**DATE RECEIVED BY THE AGENCY:**

**AGENCY FIVE (5)-DAY RESPONSE DUE:**

*\*\*Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703)*