



## 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 requester 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  
Phone: 717-787-9536  
Fax: (717) 787-0420  
E-mail: [RA-RTK\\_PHRC@PA.GOV](mailto:RA-RTK_PHRC@PA.GOV)

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:

Liz Wagenseller, Executive Director  
Office of Open Records  
333 Market Street, 16<sup>th</sup> Floor  
Harrisburg, PA 17101-2234  
Phone: 717-346-9903  
Fax: 717-425-5343  
Email: [OPENRECORDS@PA.GOV](mailto:OPENRECORDS@PA.GOV)



The following fees apply to the release of all other public records:

- Fee per page for paper duplication 25 cents
- Fee per printed 8 ½" x 11" page equivalent for duplication on disk Portable Document Format (pdf) 25 cents
- In Rich Text format (certain features of original may be lost) 25 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. 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.PA.GOV](http://WWW.PHRC.PA.GOV). 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.