

**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 in Portable Document Format (pdf) 25 cents
- In Rich Text format (certain features of original may be lost) 25 cents per page
- Postage charges shall not exceed the actual cost of mailing Fee for certification of copies - \$5.00 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 at [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.

**RIGHT TO KNOW REQUEST FORM**

DATE REQUESTED: \_\_\_\_\_

NAME OF REQUESTOR: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

SUITE, APT, FLOOR \_\_\_\_\_

CITY/STATE/COUNTY: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

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

**RECORDS REQUESTED:**  
 PHRC Case No.: \_\_\_\_\_  
 Case Name: \_\_\_\_\_  
 Specific Detail: *Provide as much specific detail as possible so the agency can identify the information or specific document being requested. Use additional pages if necessary.*

ARE YOU A PARTY IN THE CASE?	<input type="checkbox"/> COMPLAINANT	<input type="checkbox"/> RESPONDENT
DO YOU REPRESENT A PARTY IN THE CASE?	<input type="checkbox"/> COMPLAINANT	<input type="checkbox"/> RESPONDENT
HAS THIS CASE BEEN FILED IN COURT? (attach a copy of the court complaint to the request)	<input type="checkbox"/> FEDERAL	<input type="checkbox"/> COMMONWEALTH

DO YOU WANT COPIES?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	IF YES; <input type="checkbox"/> Paper* <input type="checkbox"/> Electronic	
DO YOU WANT TO INSPECT THE RECORDS?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
DO YOU WANT A CERTIFIED COPY OF RECORDS?*	<input type="checkbox"/> YES	<input type="checkbox"/> NO

**\*A fee applies for paper copies. Certified records are only provided in paper form.**

*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)*