

Blair County Right-to-Know Policy

General

Public records shall be available for inspection, retrieval, and duplication at the County's office during normal business hours. In accordance with the Pennsylvania Right-to-Know Law, all records maintained by the County are public records, unless the records are (a) specifically exempted by Section 708 of the RTKL, (b) exempted by another state or federal law, and/or (c) exempted by a judicial decree or order. Access to records that are considered judicial record under the law will be limited to financial records in accordance with law.

Requesting Public Information

Requests shall be made in writing to the County's Open Records Officer on a fully completed Pennsylvania Office of Open Records' Standard Right-to-Know Request Form. While the County may fulfill anonymous or verbal request for information at its discretion, relief and remedies under the RTKL are available only to persons submitting a written request for information. The contact information for the County's Open Records Officer is:

General Requests

Lori Guyer
423 Allegheny Street, Suite 441A
Hollidaysburg, PA 16648
814-693-3030
CommissionerStaff@BlairCountyPA.gov

District Attorney & Court-related Requests

Julia Wilt – Asst. District Attorney
423 Allegheny Street, Suite 421
Hollidaysburg, PA 16648
814-693-3010
juwilt@BlairCountyPA.gov

Fees

The County does not charge a fee to locate public information (i.e., employee time), but the County does charge nominal duplication fees as approved by the Pennsylvania Office of Open Records. Paper copies shall be \$.25 per page per side for black and white copies up to the first 1000 pages and \$.20 beyond 1,000 pages and \$.50 for color copies. The certification of a record is \$5 per record. Specialized documents, including but not limited to blueprints, color copies, and nonstandard-sized documents shall be charged the actual cost of production. If mailing is requested, the cost of postage will be charged. All fees must be paid before documents will be released. Prepayment is required if the total fees are estimated to exceed \$100.00. Any records sought from another office are subject to the fees of that office.

Response

All requests for information are fulfilled in accordance with the Pennsylvania Right-to-Know Law. The Open Records Officer shall make a good-faith effort to provide the requested public record(s) as promptly as possible and within the Right-to-Know Law's five (5) business day

timeframe. If the Open Records Officer cannot do so within five (5) business days, the Officer is permitted to exercise a thirty (30) day extension upon notifying the requester, in accordance with Section 902 of the Right-to-Know Law. The Open Records Officer shall cooperate with those requesting records to review and/or duplicate original documents while taking reasonable measures to protect original documents from the possibility of theft, damage, and/or modification.

If the request is denied, the Open Records Officer will send the requester a letter stating (1) a description of the record(s) requested; (2) the specific reasons for the denial, including a citation of supporting legal authority; (3) contact information for the Open Records Officer; (4) the date of the response; and (5) the procedure to appeal the denial.

Appeals Process

If a written request is denied, the requester has the right to file an appeal in writing to Pennsylvania Office of Open Records, 555 Walnut Street, Suite 605, Harrisburg, PA 17101, or online at www.openrecords.pa.gov.

Appeals must be filed within fifteen (15) business days of the mailing date of the Open Records Officer's response. Please note that a copy of the requester's original request and the Open Records Officer's denial letter must be included when filing an appeal. The law requires an appeal to include the reasons why the requested record is a public record and to address the reasons for denial that the County stated in its denial letter.

Visit the Open Records Office website at www.openrecords.pa.gov for additional information on filing an appeal.