



Executive Director
Office of Open Records
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

Today's date: _____

Right to Know Law Appeal - Denial or Partial Denial by Agency

This appeal is filed under the Pennsylvania Right to Know Law, 65 P.S. §67.101, *et seq.* I requested documents from _____. The Agency denied or partially denied my request for information. I am appealing the denial of my request, under section 1101 of the Right-to-Know Law and provide the following information in accordance with the Law:

Requester's name: _____
Address/City/State/Zip: _____
Date of Right to Know request: _____ Date of Agency Response: _____
Telephone and fax number: _____
Email: _____

Concise statement of facts (may attach additional pages if necessary)

Name and address of Agency:

Name and title of the Agency official who denied the request for records:

Description of the records requested: _____

List all grounds upon which the requester asserts that the record is a public record – why you believe the requested record is a public record – a general statement that it is public under the Right-to Know Law is insufficient: (may attach additional pages if necessary)

Address all grounds relied upon by the Agency for denial of the request – why you believe the agency's denial, arguments, and exemptions are incorrect: (may attach additional pages if necessary)

Respectfully Submitted, _____ (must be signed)

Required documents to include with this completed appeal form – copies of original RTK request, the Agency denial