



City of Philadelphia
Board of Ethics
Request for Public Records

Click here to read the City's Open Records Policy:
<http://www.phila.gov/privacy/pdfs/FinalCityOpenRecords.pdf>

Contact Information for the Board of Ethics' Open Records Officer:

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Philadelphia Board of Ethics
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1515 Arch Street, 18th Floor
Philadelphia, PA 19102-1504
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Thomas.Klemm@phila.gov

You may make a request for public records in person, by mail, by facsimile, or by e-mail. The request must contain the requester's name and address and a sufficient description of the public records being sought.

You may use the form created by the State Office of Open Records to make a request for public records from the Board of Ethics. Please note that oral requests and anonymous requests will not be accepted.

Click here for access to the State form (a copy of which is attached on the next page): <https://www.openrecords.pa.gov/Documents/RTKL/RTKRequestForm.pdf>



Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it is required should an appeal be necessary. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: _____ (Attn: AORO)

Date of Request: _____ Submitted via: Email U.S. Mail Fax In Person

PERSON MAKING REQUEST:

Name: _____ Company (if applicable): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Telephone: _____ Fax: _____

How do you prefer to be contacted if the agency has questions? Telephone Email U.S. Mail

RECORDS REQUESTED: *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. Use additional sheets if necessary. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law.*

DO YOU WANT COPIES? Yes, electronic copies preferred if available
 Yes, printed copies preferred
 No, in-person inspection of records preferred (*may request copies later*)

Do you want **certified copies**? Yes (*may be subject to additional costs*) No
RTKL requests may require payment or prepayment of fees. See the [Official RTKL Fee Schedule](#) for more details.

Please notify me if fees associated with this request will be more than \$100 (or) \$_____.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: _____ Date Received: _____ Response Due (5 bus. days): _____

30-Day Ext.? Yes No (If Yes, Final Due Date: _____) Actual Response Date: _____

Request was: Granted Partially Granted & Denied Denied Cost to Requester: \$_____

Appropriate third parties notified and given an opportunity to object to the release of requested records.