Open Records Policy

Effective: January 1, 2009
Last updated: May 23, 2022

Open Records Policy

The City of Philadelphia has adopted a policy to comply with the Commonwealth’s Act 3 of 2008, 65 P.S. §§ 67.101 et seq., commonly known as the Right-to-Know Law. With certain exceptions, members of the public have the right to inspect and/or copy public records upon written request.

1. Definitions


Business day. Monday through Friday 8:30 AM through 5:00 PM, except those days when the City of Philadelphia, the main office of the Law Department, or the office, department, board, or commission to which a request is submitted is closed. For the purpose of this Open Records Policy, City Agencies are closed when any of the following applies:

a. The City, the Law Department, or the particular City Agency operates on an “essential services only” basis;

b. The City, the main office of the Law Department, or the particular City Agency is closed for four or more hours during regular business hours; or

c. The City, the main office of the Law Department, or the particular City Agency closes for any portion of regular business hours on an emergency basis.

Public Record Any document that satisfies the general definition of “public record” set forth in the Right-to-Know Law and does not fall within any of the exceptions set forth therein, as the definition and exceptions are amended from time to time and as the definition and exceptions are interpreted by state, federal, and/or local courts.

Open Records Officer. An official or employee of the City of Philadelphia officially assigned responsibility for receiving, tracking, and responding to requests for information under the Right-to-Know Law. The City of Philadelphia may designate a Deputy or Secondary Open Records Officer to act in the absence of an Open Records Officer.
**Requester.** A person who requests a record under the Right-to-Know Law.

**Office of Open Records.** The State Office, under the Department of Economic and Community Development, as explained in §1310 of the Right-to-Know Law. The Office of Open Records shall be responsible for many duties, including (but not limited to): issuing advisory opinions; training agencies and public employees; assigning appeals officers to review decisions; and conducting a biannual review of fees allowed under the Right-to-Know Law.

### 2. Open Records Officer

Please see below for the Open Records Officer specific to each City Agency. **If no Open Records Officer is listed, please direct the request to the Open Records Officer for the City Law Department** (Office of the City Solicitor). Please indicate the City Agency the request seeks records from. Please note that some independently elected officials—including the District Attorney’s Office and City Controller’s Office—may have their own separate and distinct policies. You should consult their respective websites for information specific to their offices, including information concerning their respective Open Records Officers.

**The City Law Department is not authorized to accept Right-to-Know Requests on behalf of the Philadelphia District Attorney.** The Office of the District Attorney maintains a separate Open Records Policy; requests for that office should be directed to the Open Records Officer for the Office of the District Attorney.

**Directing Requests:**

- The City Law Department represents the City on all Right-to-Know matters. Requests from lawyers or law firms must be directed to the Open Records Officer for the City Law Department and should indicate the Office, Department, Board and/or Commission the request is seeking records from.

- Requests for Police Incident Reports must be directed to the Open Records Officer for the City Department of Records.

**Current City Open Records Officers:**

<table>
<thead>
<tr>
<th>City Agency</th>
<th>Open Records Officer</th>
</tr>
</thead>
</table>
| Mayor’s Office     | Kathleen Lonie  
City Hall, Rm 204, Philadelphia, PA 19107  
(215) 686-0338  
Kathleen.Lonie@phila.gov |
<table>
<thead>
<tr>
<th>City Agency</th>
<th>Open Records Officer</th>
</tr>
</thead>
</table>
| City Council                                   | Jessica Sánchez, Esq.  
Office of the President, City Technical Services Unit  
City Hall, Rm 567, Philadelphia, PA 19107  
(215) 686-0819  
Jessica.Sanchez@phila.gov                       |
| Office of the Controller                       | Grace St. Vincent, Esq.  
1401 JFK Blvd, 12th Fl, Philadelphia, PA 19102  
(215) 686-8826 phone  
Grace.StVincent@phila.gov                       |
| Office of the City Commissioners Officer       | Nick Custodio, Deputy Commissioner  
Office of Commissioner Deeley  
City Hall, Rm 130, Philadelphia, PA. 19107  
(215)-686-3460  
Nick.Custodio@phila.gov                         |
| Sheriff’s Office                               | LaVanda Harris, Open Records Officer  
Philadelphia Sheriff’s Office, Undersheriff Unit  
100 S. Broad St., 5th Floor, Philadelphia, PA 19110  
PSORightToKnow@phila.gov                        |
| Law Department                                 | Feige Grundman, Divisional Deputy City Solicitor  
1515 Arch St, 17th Fl, Philadelphia, PA 19102  
RightToKnowLaw@phila.gov                       |
| Philadelphia International Airport             | Joseph F. Messina  
Senior Advisor to the Executive Team  
8500 Essington Ave, Executive Offices, Third Floor Terminals D-E,  
Philadelphia, PA 19153  
(215) 937-1855  
joseph.messina@phl.org                          |
| Department of Behavioral Health & Intellectual Disability Services | Jeffrey Orlin, Administrative Services Director  
1101 Market St, 7th Fl, Philadelphia, PA 19107  
(215) 685-5476  
Jeffrey.Orlin@phila.gov                        |
| Board of Ethics                                | Thomas Klemm, Esq., Staff Attorney  
1515 Arch St, 18th Fl, Philadelphia, PA 19102  
(215) 686-9463  
Thomas.Klemm@phila.gov                         |
<table>
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<tr>
<th>City Agency</th>
<th>Open Records Officer</th>
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</table>
| Board of Pensions & Retirement      | Shamika Taliaferro, Deputy Director  
Two Penn Center Plaza, 16th Fl, Philadelphia, PA 19103  
(215) 496-7426  
Shamika.Taliaferro@phila.gov                                      |
| Board of Revision of Taxes          | Carla E. Pagan, CPE, Executive Director  
601 Walnut St, Ste 325 East, Philadelphia, PA 19106  
(215) 686-4343  
Carla.Pagan@phila.gov                                                            |
| Civil Service Commission            | Virna Clay, Administrative Specialist 2  
1401 JFK Blvd, Ste 1640, Philadelphia, PA 19102  
(215) 686-2320  
Virna.Clay@phila.gov                                                             |
| Commerce Department                 | Feige Grundman, Divisional Deputy City Solicitor  
1515 Arch St., 17th Fl, Philadelphia, PA 19102  
RightToKnowLaw@phila.gov                                                        |
| Commission on Human Relations       | Karen Forman, Esq., Principal Assistant  
601 Walnut St, Ste 300 South, Philadelphia, PA 19106  
(215) 686-4891  
Karen.Forman@phila.gov                                                           |
| Department of Finance               | Elizabeth Hanley, Deputy Finance Director for Administration  
Budget Office  
Development, and Training.  
Office of the Director of Finance  
Risk Management  
1401 JFK Blvd, 13th Fl, Philadelphia, PA 19102  
(215) 686-6203  
Elizabeth.Hanley@phila.gov                                                      |
| Department of Public Health         | Elaine M. Strunk, Executive Assistant  
Office of the Health Commissioner  
1101 Market St, Ste 1320, Philadelphia, PA 19107  
(215) 686-5234  
Elaine.Strunk@phila.gov                                                          |
| Department of Public Property       | Thomas C. McDade, III, Deputy Chief of Staff  
City Hall, Rm 780, Philadelphia, PA 19107  
(215) 686-7898  
Thomas.McDade@phila.gov                                                          |
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<tr>
<th>City Agency</th>
<th>Open Records Officer</th>
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| Department of Revenue | Bruno Sousa, Tax and Revenue Conferree  
1401 JFK Blvd, Room 480, Philadelphia, PA 19102  
(215) 686-6573  
Bruno.Sousa@phila.gov |
| Department of Streets | Alethia Parsons  
Department of Streets  
1401 JFK Blvd, Room 730, Philadelphia, PA 19102  
(215) 686-5460  
alethia.parsons@phila.gov |
| Fleet Management | Dr. K Wilson, Administrative Services Director  
100 S. Broad St, 3rd Fl, Philadelphia, PA 19110  
(215) 686-1844  
k.wilson@phila.gov |
| Free Library of Philadelphia | Christina Patton, Assistant to the Chief of Staff  
1901 Vine St, Philadelphia, PA 19103  
(215) 686-5306  
PattonC@freelibrary.org |
| Division of Housing & Community Development; Philadelphia City Planning Commission; Philadelphia Historical Commission; Developer Services Committee; Department of Planning & Development | Antoinette Garcia, Social Media Coordinator  
Department of Planning & Development  
Division of Housing and Community Development  
1234 Market St, 17th Fl, Philadelphia, PA 19107  
(215) 686-9723  
antoinette.garcia@phila.gov |
| Labor Standards | Perritti DiVirgilio, Director of Labor Standards  
1401 JFK Blvd, Rm 170, Philadelphia, PA 19102  
(215) 686-2132  
perritti.divirgilio@phila.gov |
| Office of Worker Protection | Amanda J. Shimko, Esq.  
Director, Office of Worker Protection  
PHL Department of Labor  
100 South Broad Street 4th floor  
Philadelphia, PA 19102  
(215) 686-0319  
amanda.shimko@phila.gov |
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<tr>
<th>City Agency</th>
<th>Open Records Officer</th>
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<tbody>
<tr>
<td>Licenses &amp; Inspections</td>
<td>Tia Platts</td>
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<tr>
<td></td>
<td>1401 JFK Blvd, Rm 1130, Philadelphia, PA 19102</td>
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<tr>
<td></td>
<td>(215) 686-1441</td>
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<td></td>
<td><a href="mailto:Tia.Platts@phila.gov">Tia.Platts@phila.gov</a></td>
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<tr>
<td>Managing Director’s Office</td>
<td>Kyle Allen</td>
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<tr>
<td></td>
<td>1401 JFK Blvd., Ste 1630, Philadelphia, PA 19102</td>
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<td></td>
<td>(215) 683-4766</td>
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<td></td>
<td><a href="mailto:Kyle.Allen@phila.gov">Kyle.Allen@phila.gov</a></td>
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<tr>
<td>Office of Innovation &amp; Technology</td>
<td>Steven E. Robertson, Esq., Chief of Staff</td>
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<tr>
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<td>(215) 686-8268</td>
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<td></td>
<td><a href="mailto:steven.robertson@phila.gov">steven.robertson@phila.gov</a></td>
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<tr>
<td>Office of the Inspector General</td>
<td>Alexander F. DeSantis</td>
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<tr>
<td></td>
<td>601 Walnut St, Ste 300 East, Philadelphia, PA 19106</td>
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<tr>
<td></td>
<td>(215) 685-1770</td>
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<td><a href="mailto:Alexander.DeSantis@phila.gov">Alexander.DeSantis@phila.gov</a></td>
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<tr>
<td>Office of Property Assessment</td>
<td>Drew Aldinger, Esq., Deputy Administrator</td>
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<tr>
<td></td>
<td>601 Walnut St, Ste 300 West, Philadelphia, PA 19106</td>
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<td>(215) 686-4353</td>
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<td><a href="mailto:RighttoKnowOPA@phila.gov">RighttoKnowOPA@phila.gov</a></td>
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<tr>
<td>Office of the Chief Administrative Officer</td>
<td>Erica Gibson</td>
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<td></td>
<td>1401 JFK Blvd, Ste 630, Philadelphia, PA 19102</td>
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<td></td>
<td>215-686-5247</td>
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<td><a href="mailto:Erica.Gibson@phila.gov">Erica.Gibson@phila.gov</a></td>
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<tr>
<td>Office of Homeless Services</td>
<td>Jerome R. Hill</td>
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<td></td>
<td>Director of Compliance</td>
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<tr>
<td></td>
<td>Special Assistant to the Director</td>
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<td></td>
<td>1401 JFK Blvd. 10th Floor, Philadelphia, PA 19102</td>
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<td><a href="mailto:OHSRightToKnow@phila.gov">OHSRightToKnow@phila.gov</a></td>
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<tr>
<td>Office of Supportive Housing</td>
<td>Ken Sheppard</td>
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<tr>
<td></td>
<td>1515 Arch St, 10th Fl, Philadelphia, PA 19102</td>
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<tr>
<td></td>
<td>215-683-3639</td>
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<tr>
<td></td>
<td><a href="mailto:Kenneth.Sheppard@phila.gov">Kenneth.Sheppard@phila.gov</a></td>
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<td>City Agency</td>
<td>Open Records Officer</td>
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<td>Philadelphia Department of Prisons</td>
<td>Gregory J. Vrato, Esq., Director of Policy Compliance &amp; Legal Affairs</td>
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<td></td>
<td>7901 State Rd, Philadelphia, PA 19136</td>
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<td>(215) 685-7840</td>
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<td><a href="mailto:Greg.Vrato@prisons.phila.gov">Greg.Vrato@prisons.phila.gov</a></td>
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<td>Philadelphia Fire Department</td>
<td>Deputy Chief Dennis Merrigan</td>
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<td></td>
<td>3061 Island Ave, Philadelphia, PA 19153</td>
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<td>(215) 686-1362</td>
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<td><a href="mailto:Dennis.Merrigan@phila.gov">Dennis.Merrigan@phila.gov</a></td>
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<td>1515 Arch St., 9th Fl, Philadelphia, PA 19102</td>
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<td>(215) 683-0904</td>
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<td><a href="mailto:elai@phlgc.net">elai@phlgc.net</a></td>
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<td>Philadelphia Water Department</td>
<td>Sheilah Louis, Esq.</td>
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<td></td>
<td>ARAMARK Tower, 1101 Market St, 5th Fl, Philadelphia, PA 19102</td>
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<td></td>
<td>(215) 685-6139</td>
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<td><a href="mailto:Sheilah.Louis@phila.gov">Sheilah.Louis@phila.gov</a></td>
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<td>Philadelphia Police Department</td>
<td>Lieutenant Barry Jacobs</td>
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<td>Philadelphia Police Department</td>
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<td>Open Records/Right to Know Section</td>
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<td></td>
<td>Philadelphia Public Services Building</td>
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<td></td>
<td>400 N. Broad St., 4W-72, Philadelphia, PA 19130</td>
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<td>(215) 686-3277</td>
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<td><a href="mailto:police.righttoknow@phila.gov">police.righttoknow@phila.gov</a></td>
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<tr>
<td>Procurement Department</td>
<td>LaShawnda N. Tompkins, MBA</td>
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<td>Deputy Commissioner, Administration</td>
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<td>Procurement Department, City of Philadelphia</td>
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<tr>
<td></td>
<td>1401 JFK Blvd., Rm 120, Philadelphia, PA 19102</td>
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<td></td>
<td>(215) 686-4760</td>
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<td><a href="mailto:RightToKnowProcurement@phila.gov">RightToKnowProcurement@phila.gov</a></td>
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<tr>
<td>Department of Records</td>
<td>Joseph Gilorma</td>
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<tr>
<td></td>
<td>City Hall Rm 156, Philadelphia, PA 19107</td>
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<td></td>
<td>(215) 686-1475</td>
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<td><a href="mailto:Joseph.Gilorma@phila.gov">Joseph.Gilorma@phila.gov</a></td>
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</tbody>
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### 3. Procedure

The Right-to-Know Law requires that the City of Philadelphia act upon each non-anonymous written request when such request is made in person, by mail, by fax, or by email. The Right-to-Know Law does not require that the City of Philadelphia act upon an oral request, and the City of Philadelphia shall refuse to accept oral requests. Furthermore, the Right-to-Know Law does not require that the City of Philadelphia act upon an anonymous request, and the City of Philadelphia will refuse to honor an anonymous request.

Pursuant to the Right-to-Know Law, the State Office of Open Records has created and published on its website a standard statewide form, which must be accepted by the City of Philadelphia for filing a request. ([https://www.openrecords.pa.gov/RTKL/Forms.cfm](https://www.openrecords.pa.gov/RTKL/Forms.cfm)).

Effective February 1, 2012, the City of Philadelphia requires the standard statewide form be used for the submission of Right-to-Know requests, and will not consider a request to be a written request pursuant to the Right-to-Know Law unless the request is submitted on or with the standard statewide form. As of February 1, 2012, the City of Philadelphia considers any request not submitted on or with the standard statewide form to be an informal request not subject to the Right-to-Know Law.¹ If a requester submits a request on or with the standard statewide form after submitting an informal request for the same (or similar) records, the City of Philadelphia will consider the informal request to have been withdrawn.

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¹ The City of Philadelphia reserves the right, at its sole discretion, to use the Right-to-Know Law as guidance in responding to informal requests for records and/or information.
The City of Philadelphia reserves the right, at its sole discretion, to require a written request pursuant to the Right-to-Know Law before releasing records. A copy of the standard statewide form appears at the end of this policy.

The Right-to-Know Law sets forth various specifications for the contents of a written request. To qualify as a written request under the Right-to-Know Law and the City of Philadelphia Open Records Policy the request must be:

(a) Directed to the appropriate Open Records Officer,

(b) Submitted on or with the standard statewide form, and

(c) Contain at least the following information:
   i. Name of requester;
   ii. Address of requester; and
   iii. Records sought, identified, or described with sufficient specificity to allow the City of Philadelphia to ascertain what records are being requested.

Under the Right-to-Know Law, the City of Philadelphia has a duty to make a good faith effort to determine if the record(s) requested is a public record and to respond as promptly as possible under the circumstances existing at the time of the request; this time shall not exceed five business days from the date the request is received by the agency’s Open Records Officer. The Law provides that either a final or interim response be provided to the requester within five business days from the date of receipt by the agency. If the agency fails to respond within this five-day time period, the Open Records Request is deemed denied.

The Right-to-Know Law and the City of Philadelphia’s policy contemplates that requesters will receive a response within five business days. The Right-to-Know Law, however, does provide the City of Philadelphia with specific reasons that may be invoked to receive a single extension of time that shall not exceed 30 calendar days. If the 30th calendar day falls on a day when the City of Philadelphia is closed, the deadline will be the following business day.

If an extension is asserted and no response is provided to the requester within the 30-day time period, the Open Records Request is deemed denied. Additionally, if the City of Philadelphia notifies the requester it needs more than the maximum 30-day extension, the request is deemed denied unless the requester has agreed in writing to an extension to the date specified in the notice. If the requester agrees to the extension, the request shall be deemed denied on the day following the date specified in the notice if the agency has not provided a response by that date.
The City of Philadelphia’s final response to a request will:

- Grant the request;
- Deny the request;
- Grant the request in part and deny the request in part; or
- Grant the request and redact part of the information provided pursuant to the Right-to-Know Law and/or other applicable federal, state, and local law.

4. Appeals of Denied Requests

If a request for access to a record is denied (in whole or in part) or deemed denied, the requester may file an appeal within 15 business days of the mailing date of the City of Philadelphia’s denial as follows:

**Records Other Than Criminal Investigative Records**

Appeals of denials related to requests for records other than criminal investigative records must be directed to the Pennsylvania Office of Open Records:

Commonwealth of Pennsylvania  
Office of Open Records  
333 Market St., 16th Fl  
Harrisburg, PA 17101

**Criminal Investigative Records**

Appeals of denials related to requests for criminal investigative records must be directed to the Philadelphia District Attorney’s Office within 15 business days of the mailing date of the City of Philadelphia’s denial. Appeals to the Philadelphia District Attorney’s Office should be directed to the following address: District Attorney’s Office, Civil Litigation Unit, Open Records Appeals Officer, Three South Penn Square, Philadelphia, PA 19107-3499.

**For All Administrative Appeals**

Unless the requester agrees otherwise, the Appeals Officer shall make a final determination which shall be mailed to the requester and the City of Philadelphia within 30 days of receipt of the appeal. Should the Appeals Officer fail to issue a ruling within 30 days, the appeal is deemed denied.

Before a final determination is issued, a hearing may be held. The determination by the Appeals Officer shall be a final order. The Appeals Officer shall provide a written explanation of the reasons for the decision to the requester and the City of Philadelphia.
Within 30 days of the mailing date of the final determination of the Appeals Officer, a requester or the City of Philadelphia may file a petition for review or other document(s) as required by rule of court with the Philadelphia Court of Common Pleas.

6. Fees and Charges

Fees for duplication of records have been established and posted by the State Office of Open Records. The City of Philadelphia will charge fees consistent with the State Office of Open Records regulations.

The City of Philadelphia reserves the right to impose additional fees if it incurs costs for complying with a request, pursuant to the Right-to-Know Law; such additional fees, when charged, must be reasonable. This includes, but is not limited to, fees for enhanced electronic access and certified copies of documents.

7. Written Policies and Regulations

The City of Philadelphia and each Open Records Officer shall retain the discretion and authority to adopt any other written policies that are consistent with the Right-to-Know Law, and these policies, as amended from time to time, that they deem to be necessary or prudent, consistent with the Right-to-Know Law.
Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it may be required if an appeal is filed. 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. 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. Use additional pages if necessary.

_____________________________________________________________________________________________________________________

_____________________________________________________________________________________________________________________

_____________________________________________________________________________________________________________________

_____________________________________________________________________________________________________________________

_____________________________________________________________________________________________________________________

DO YOU WANT COPIES? □ Yes, printed copies (default if none are checked)

□ Yes, electronic copies preferred if available

□ 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.

NOTE: In most cases, a completed RTKL request form is a public recoRd

More information about the RTKL is available at https://www.openrecords.pa.gov