

## PA OFFICE OF OPEN RECORDS CONTACT/APEAL INFORMATION



To file an appeal under the Right-to-Know Law, a requester **must provide all of the following**:

- A copy of the RTK request.
- A copy of the Agency's response (or a notation that the request was "deemed denied," meaning the Agency didn't respond at all).
- A written statement explaining the grounds on which the requester asserts that the record is a public record.
- A written statement addressing any grounds stated by the agency for denying the request.

All appeals must be made in writing and must be submitted to the Office of Open Records **within 15 business days from the mailing date of the Agency's response or the date that the request was deemed denied**. If that timeframe expires before you provide the required information to the OOR, you lose your right to appeal and may need to file a new RTK request with the Agency.

### Submitting an Appeal to the OOR

The simplest and best way to prepare an appeal is to use the [official OOR Appeal Form](#).

The OOR Appeals Form can be used to appeal full denials, partial denials, and deemed denials (i.e., when the agency doesn't respond by the deadline), as well as to appeal any fees being charged by the agency.

The OOR prefers to receive appeals through the online form, or [via e-mail](#) as a **Microsoft Word (.doc or .docx) or PDF attachment**.

**E-mail Attachment Formats:** *Appeals filed via e-mail may include PDF, Microsoft Word (doc, docx, or rtf), Microsoft Excel (xls orxlsx), and image file (jpg, png, gif, or tiff) attachments. If an appeal to be filed via e-mail includes an attachment of any other format, call the Office of Open Records (717-346-9903) before sending it. Any other formats may be rejected by Commonwealth servers.*

**E-mail Attachment Filesize:** *If an appeal to be filed via e-mail includes an attachment exceeding 4MB, call the Office of Open Records (717-346-9903) before sending it. Attachments exceeding 4MB may be rejected by Commonwealth servers.*

Appeals may also be submitted via fax (717-425-5343) or postal mail:

**Office of Open Records  
Commonwealth Keystone Building  
400 North St., 4th Floor  
Harrisburg, PA 17120-0225**

In-person submissions are accepted at the Office of Open Records, Commonwealth Keystone Building, 400 North St., Plaza Level, Harrisburg, PA, during normal business hours.

The deadline for an appeal submitted electronically (e-mail or fax) is 11:59:59 p.m. on the 15th business day from the mailing date of the Agency's response or the date that the request was deemed denied. For in-person submissions and submissions via postal mail, the deadline is 5:00 p.m. on the 15th business day.