

STATE CIVIL SERVICE COMMISSION RIGHT-TO-KNOW REQUEST POLICY

In accordance with the Right-to-Know Law, Act of February 14, 2008, P.L. 6 (65 P.S. §§ 67.101 *et seq.*), this policy outlines the State Civil Service Commission's general procedures for requesting records under the Right-to-Know Law.

Questions regarding this policy may be directed to Bernadette Hatok, Open Records Officer at 717-787-6976, or Ed Bohan, Legal Services Office at 717-783-1444.

1. All requests for records must be in writing and include a name and address to which the Commission should address its response. The request should identify or describe the records sought with sufficient specificity to enable the Commission to determine which records are being requested. Requests may be submitted in writing on the standard form developed by the Office of Open Records. A copy of this form can be obtained by visiting its website at: openrecords.state.pa.us. **Anonymous requests for records will not be accepted.**
2. All requests for records are to be addressed to the Commission's Open Records Officer:

Bernadette Hatok
Open Records Officer
State Civil Service Commission
P.O. Box 569
Harrisburg, PA 17108-0569
717-787-6976
717-783-8736 (fax)

To insure timely processing, the written request should state – on the mailing envelope, e-mail subject line or fax cover sheet, and in the written request itself – that the communication is made for the purpose of requesting access to public records under the Right-to-Know Law.

3. Written requests for records may be submitted to the Pennsylvania State Civil Service Commission to the Open-Records Officer listed in item 2, by fax to 717-783-8736, by e-mail at ra-cs-righttoknow@state.pa.us or may be delivered in person to the State Civil Service Commission, Legal Services Office (Appeals), 320 Market Street, 4th Floor, Harrisburg, PA 17108-0569, during regular business hours from 8:00 a.m. to 4:00 p.m., Monday through Friday (excluding Commonwealth holidays or other announced office closings). **Verbal requests for records will not be accepted.**
4. If a written request for records is granted, the following fee structure established by the Pennsylvania Office of Open Records will be used to calculate fees charged to the requester:
 - a. Copies:
 - i. Up to 25 cents per page (one side, black and white copy)
 - ii. Specialized documents (e.g., color copies): Actual cost
 - iii. Facsimile/Microfiche/Other media: Actual Cost
 - b. Certification Fees: \$5.00 per document
 - c. Postage Fees: Actual Cost
 - d. Other fees that are established by the Office of Open Records or approved by administrative and judicial decisions issued under the Right-to-Know Law

All fees are to be paid by check or money order payable to the "Commonwealth of Pennsylvania."

December 11, 2015