

**STATE CIVIL 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 (Commission) general procedures for requesting records under the Right-to-Know Law.

Questions regarding this policy may be directed to Shannon Griegel, Open Records Officer at 717-783-9063, or Johnathan Buchanan, 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 by completing the Office of Open Records (OOR) standard form found at:

<https://www.openrecords.pa.gov/Documents/RTKL/RTKRequestForm.pdf>.

Anonymous or verbal requests for records will not be accepted.

2. All requests for records are to be addressed to the Commission's Open Records Officer:

Shannon Griegel
Open Records Officer
State Civil Service Commission
P.O. Box 569
Harrisburg, PA 17108-0569
717-783-9063 (phone) 717-783-8736 (fax)

To expedite processing, please include a statement indicating the purpose of the communication is to access public records under the Right-to-Know Law.

3. Written requests for records may be submitted to the Commonwealth's Open Records Officer listed in item 2, by fax to 717-783-8736, by e-mail at ra-cs-righttoknow@pa.gov or may be delivered in person to the Commission's Office located at 320 Market Street, 4th Floor, Harrisburg, PA 17108-0569, during regular business hours from 8:00 a.m. to 4:30 p.m., Monday through Friday (excluding Commonwealth holidays or other announced office closings). For in-person deliveries, please call 717-783-1444 or email ra-cs-righttoknow@pa.gov in advance to coordinate arrangements.
4. If a written request for records is granted, the following fee structure as established by the OOR 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. Up to 50 cents per page (color copy)
 - iii. Specialized documents: Actual cost
 - iv. Fascimile/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 OOR 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."

March 29, 2023