



CITY OF OIL CITY

CITY PLAZA • 21 SENECA STREET
OIL CITY, PENNSYLVANIA 16301

Requesting Information Under the Right-To-Know Law

The City of Oil City follows the Commonwealth of Pennsylvania Guidelines in compliance with Section 504 of the Right-to-Know Law (RTKL).

To request records under the RTKL, you may file a request with this Agency's Open Records Officer:

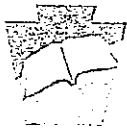
Michelle M. Hoovler
City of Oil City
21 Seneca Street
Oil City, PA 16301
Phone: 814.678.3012
Fax: 814.678.3086
Email: info@oilcity.org
Website: www.oilcity.org

To Challenge this Agency's Response, you may file an appeal within fifteen (15) business days with:

Office of Open Records
555 Walnut Street, Suite 605
Harrisburg, PA 17101-1925
Phone: 717.346.9903
Fax: 717.425.5343
Email: openrecords@pa.gov
Website: <http://openrecords.pa.gov>

When a request is denied as seeking exempt criminal investigative records of a local agency, appeals may be filed within fifteen business days of the agency's response with:

Venango County District Attorney's Office
P.O. Box 831
1168 Liberty Street, Suite 102
Franklin, PA 16323
Phone: 814.432.9598
Fax: 814.432.6721
Email: shawn.white@venangocountypa.gov
Website: www.venangocounty.pa.gov/275/District-Attorney



pennsylvania
OFFICE OF OPEN RECORDS

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.

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>*

Form updated Nov. 27, 2018