

Guide for electronically using the OOR uniform request form

1. On the Transparency section of the Centre County Web page click on “Right-to-Know Uniform Request Form.” You must have Adobe Reader to open the PDF.

Open Records Request

Purpose & Effective Date

On February 14, 2008, Act 3 of 2008 was passed into law amending the Pennsylvania Right to Know Law (Purdons, 65 P.S. §65 et sec.). The Act governs the rights of the public to inspect and obtain copies of public records. The effective date of the act is January 1, 2009.

Public Records

Public records are defined by the act.

A record is defined as any information, regardless of form, documenting a transaction or activity of an agency, is created, received, or retained pursuant to law or in connection with a transaction, business, or activity of the agency. It includes documents, papers, letters, maps, books, tapes, photographs, film, or sound recordings, information stored or maintained electronically, and a data-processed or image-processed document.

Section 708 outlines a number of items exempted from the act which are listed in the [Pennsylvania Right-to-Know Exceptions](#) document.

Inspection

The availability of records for public inspection is defined by the act.

Public records are open to inspection and for duplication during normal office hours, 8:30 a.m. to 5 p.m. prevailing time, Monday through Friday, except for holidays, subject to the regulations set forth herein.

Resources & Links

- [Pennsylvania Right to Know Exceptions](#)
- [Right-to-Know Uniform Request Form](#) <- **Click Here**
- [Guide for Electronically Using the OOR Uniform Request Form](#)
- [Guide to the new Open Records Law: Act 3 of 2008](#)
- [The Pennsylvania Office of Open Records](#)
- [The Pennsylvania Freedom of Information Coalition](#)

Open Records Officer

Denise Elbell

rtkrequest@centrecountypa.gov

For District Attorney right to know requests please contact

Stacy Parks Miller, D.A.

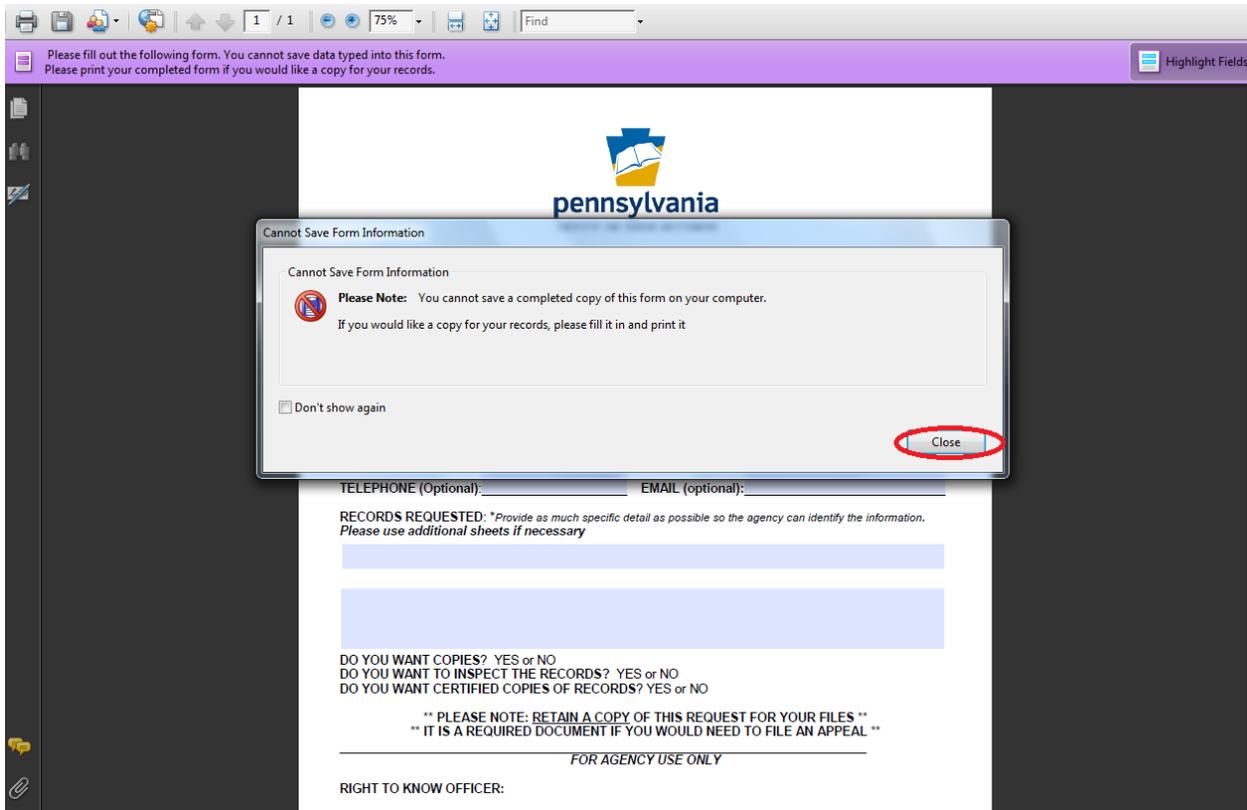
spm@centreda.org

For court related right to know requests please contact

Kendra Miknis, Court Administrator

kjmiknis@centrecountypa.gov

2. If you click anywhere on the PDF, the following window may pop up. Click “Close.”



3. Fill in the form and click on the printer icon at the upper left.

Please fill out the following form. You cannot save data typed into this form.
Please print your completed form if you would like a copy for your records.

Highlight Fields

pennsylvania
OFFICE OF OPEN RECORDS

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: 2/26/2013

REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX IN-PERSON

REQUEST SUBMITTED TO (Agency name & address): Random Township

NAME OF REQUESTER: John Q. Public

STREET ADDRESS: 123 Pine Lane

CITY/STATE/COUNTY/ZIP(Required): Harrisburg, PA 17120

TELEPHONE (Optional): EMAIL (optional): jpublic@gmail.com

RECORDS REQUESTED: *Provide as much specific detail as possible so the agency can identify the information.
Please use additional sheets if necessary

Meeting minutes for February 19, 2013 meeting.

DO YOU WANT COPIES? YES or NO
DO YOU WANT TO INSPECT THE RECORDS? YES or NO
DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

** PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES **
** IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL **

FOR AGENCY USE ONLY

RIGHT TO KNOW OFFICER:

4. A dialog box will pop up. Next to the printer name, click on the drop down arrow. Then click on “Microsoft Office Document Image Writer.” Then click “OK.”

The screenshot shows a web browser window with a form titled "Please fill out the following form. You cannot save data typed into this form. Please print your completed form if you would like a copy for your records." A "Print" dialog box is overlaid on the form. The dialog box has the following sections:

- Printer:** Name: \\dcckbps08\OOR-Copier (dropdown arrow circled in red with '1'), Status: \\dcckbps08\OOR-Copier, Type: HP Photosmart C4300 series.
- Print Range:** All (selected), Current view, Current page, Pages: 1, Subset: All pages in range, Reverse pages (unchecked).
- Page Handling:** Copies: 1, Collate (unchecked), Page Scaling: Shrink to Printable Area, Auto-Rotate and Center (checked), Choose paper source by PDF page size (unchecked), Use custom paper size when needed (unchecked).
- Print to file:** (unchecked).
- Preview:** Composite, Document and Markups, Units: Inches Zoom: 96%, 1/1.
- Buttons:** Printing Tips, Advanced, OK (circled in red with '3'), Cancel.

Below the print dialog box, the form contains the following text:

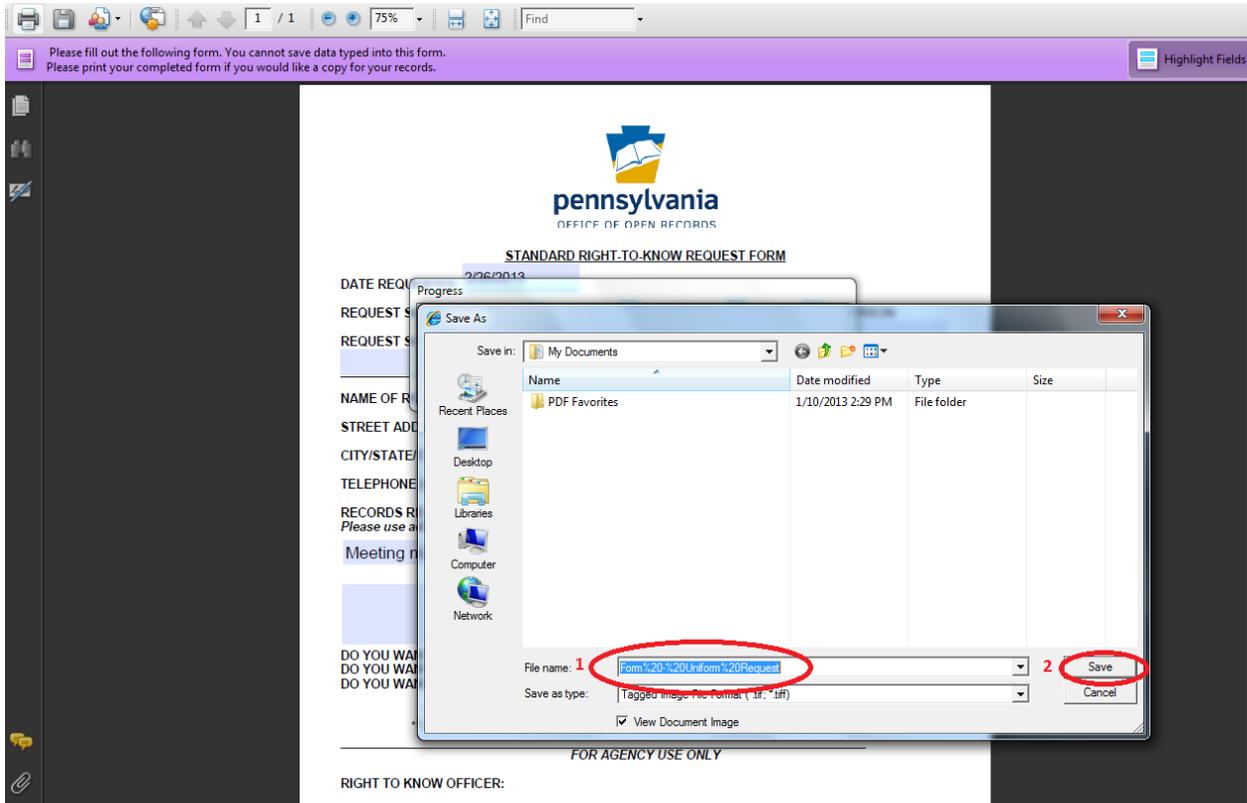
DO YOU WANT COPIES? YES or NO
DO YOU WANT TO INSPECT THE RECORDS? YES or NO
DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

**** PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES ****
**** IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL ****

FOR AGENCY USE ONLY

RIGHT TO KNOW OFFICER:

5. Save your completed request form on your computer. As a default, it will save as a TIF file, which can be opened using the Paint program.



6. Attach the TIF file to your e-mail to the agency's open-records officer.