

Pennsylvania Right-to-Know Law provides citizens of the Commonwealth the right to request, inspect and obtain copies of public records. Below is information for citizens to request copies of records maintained by Lebanon Transit Authority (LT), pursuant to the Pennsylvania Right-to-Know Law, 65 P.S. § 66.1 et seq., and Commonwealth of Pennsylvania, and Governor's Office Management Directive 205.36, which is incorporated by reference.

### **Requests for Documents**

All requests under the Right-to-Know Law should be addressed to the Authority's Open Records Officer as indicated below, and delivered to:

Cindy Binner  
Open Records Officer  
Lebanon Transit  
200 Willow Street  
Lebanon, PA 17046  
Fax 717.274.8860

Requests must be made by request form and received during normal business hours from 8:00 a.m. - 4:00 p.m., prevailing time, on any business day. In no event shall a request be considered officially submitted until received by the Open Records Officer.

### **Right-to-Know Request**

All Right-to-Know requests must be made in writing and must:

State the name of the requester

Set forth the address to which LT should address the response

Identify or describe the records sought with sufficient specificity to enable the agency to ascertain which records are being requested

### **Fees and Charges**

The following fees shall be applicable to all Right-to-Know request:

Photocopies from paper document:

One (1) single-sided copy or one side of a double-sided copy 8.5"x11" page: \$.25

Charges for other services and material will be allowed in accordance with Office of Open Records

Postage:

Actual cost of postage

**Pre-Payment:**

LT may require prepayment if the anticipated cost to fulfill the request exceeds \$100. Unless prepayment is made by certified check or money order, access will be denied until the check clears. The request for prepayment will specify a reasonable period of time in which the check must be received. If LT does not receive the check within the specific time, it may deny the Right-to-Know request on that basis.

*The check or money order should be made payable to the Lebanon Transit.*

LT requires full payment of all fees prior to releasing any documents.

**Guidelines**

The following are not permitted and will not be honored:

- Oral requests
- Anonymous requests

**Contact Information for Appeals**

If a written request is denied or deemed denied, the requestor may file an appeal in writing to the Office of Open Records, 333 Market Street, 16<sup>th</sup> Floor Harrisburg, PA 17126-0333.