

County of Lebanon Transit Authority (LT)



The 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 the County of Lebanon Transit Authority (Lebanon Transit), 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:

Human Resources Manager
Open Records Officer
Lebanon Transit
200 Willow Street
Lebanon, PA 17046

Phone: 717.274.3664
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. The request will also not be considered unless filed on the official Lebanon Transit Right-to-Know Form. Additionally, Lebanon Transit will not process requests unless the requester is a citizen or does business in the United States of America.

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 Lebanon Transit should address the response; and
- 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 materials will be allowed in accordance with Office of Open Records

Postage

Actual cost of postage.

Pre-Payment

Lebanon Transit 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 Lebanon Transit 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 Lebanon Transit.

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

Guidelines

The following are not permitted and will not be honored:

- Oral requests; and
- 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 Record, Commonwealth Keystone Building 400 North Street, Plaza Level, Harrisburg, PA 17120-0225

Updated January 29, 2025

Lebanon Transit
200 Willow Street
Lebanon, PA 17046
717.274.3664

Lebanon Transit is a Drug-Free Workplace
Lebanon Transit is an Equal Employment Opportunity Employer