

FAYETTE COUNTY RIGHT-TO-KNOW REQUEST POLICY

Effective Date: November 20, 2025

Approved by: Fayette County Board of Commissioners

Authority

This policy is adopted by Fayette County, Pennsylvania, pursuant to Section 504(a) of the Pennsylvania Right-to-Know Law (RTKL), 65 P.S. §§ 67.101–67.3104. This policy governs public access to the records of Fayette County.

Definitions

All definitions set forth in the RTKL are incorporated herein by reference.

Business day: The regular business hours of Fayette County are Monday through Friday, 8:00 a.m. to 4:30 p.m. Business days exclude Saturday, Sunday, and any weekday when County offices are closed.

Submitting a Right-to-Know Request to Fayette County

The County has designated an Open Records Officer to receive and respond to all RTKL requests.

Fayette County Open Records Officer

Fayette County Commissioners' Office

Mailing Address:

Fayette County Courthouse

61 East Main Street

Uniontown, PA 15401

In Person:

Fayette County Courthouse

61 East Main Street, Uniontown, PA 15401

Email: fayettertk@fayettepap.org

Phone: 724-430-1200

Fax: 724-430-1392

Formal Written Requests

Requests for access to public records must be submitted in writing on either:

- The Fayette County Right-to-Know Request Form (available on the County's website), or
- The Office of Open Records Standard Request Form found at
<https://www.openrecords.pa.gov/RTKL/RequestForm.cfm>

Completed forms may be submitted to the County's Open Records Officer by email, mail, fax, or in person using the contact information above.

Requests should be specific, concise, and clearly identify the records sought. Requests directed to another County department or individual will be considered misdirected and may result in delay.

Informal Requests

Fayette County may, at its discretion, respond to informal written requests (e.g., general emails or social media messages). However, such requests will not be processed under the RTKL and are not subject to statutory deadlines or appeal rights.

Verbal and Anonymous Requests

Verbal or anonymous requests may be answered at the County's discretion but cannot be appealed under the RTKL. (65 P.S. § 67.702)

Date of Receipt

Requests are date-stamped on the date they are received by the County's Open Records Officer or designee.

Response Period

Fayette County has five (5) business days to respond to a written request under the RTKL. The County may invoke a 30-day extension for reasons set forth in Section 902 of the RTKL (65 P.S. § 67.902). Written notice of an extension will be provided to the requester. The requester may agree, in writing, to a longer extension.

County Response

The County may:

1. Grant the request in full;
2. Partially grant and partially deny the request; or
3. Deny the request in full.

If no response is issued within the applicable time period, the request shall be deemed denied under the RTKL.

Granting Access to Records

If access is granted, the County will notify the requester and:

- Provide an opportunity to inspect records during regular business hours;
- Send copies of records via mail or email; or
- Direct the requester to publicly available records on the County's website or another public platform.

Denying or Partially Denying Access

If a request is denied or partially denied, the County's written response will include the specific reason(s) for denial, citation to the applicable legal exemption(s), and notice of appeal rights.

Fees

Fayette County will charge fees consistent with the Office of Open Records Fee Schedule, available at:

<https://www.fayettecountypa.org/DocumentCenter/View/631/Open-Records-Fee-Structure-PDF>. The County may, at its discretion, waive or reduce fees on a case-by-case basis. Can be found on the County website at:

<https://www.fayettecountypa.org/DocumentCenter/View/631/Open-Records-Fee-Structure-PDF>

RTKL Appeals

If a request is denied or deemed denied, the requester may file an appeal within 15 business days of the County's response or deemed denial date.

Appeals should be submitted to:

Office of Open Records

Liz Wagenseller, Executive Director

333 Market Street, 16th Floor

Harrisburg, PA 17101-2234

Email: openrecords@pa.gov

Fax: 717-425-5343

Website: <https://www.openrecords.pa.gov/Appeals/HowToFile.cfm>

The appeal must include a copy of the original request and the County's response.

Additional Information

Additional guidance, forms, and educational materials about Pennsylvania's Right-to-Know Law can be found at <https://www.openrecords.pa.gov>

For further local assistance, contact the Fayette County Open Records Officer at 724-430-1200 ext. 1501