



RIGHT-TO-KNOW PROCEDURES

1. Request for access to public records may be filed with the RTK officer:

Mrs. Amy Thomas
Right-To-Know Officer
MCTI
194 Laurel Lake Road Bartonsville,
PA 18321
Phone: (570) 629-2001, Ext. 1107
Fax: (570) 629-9698
openrecordsrequest@monroecti.org

2. Request for Right-to-Know information may be made by mail, fax or email to the addresses or fax number listed above.
3. Requests must be made between the normal business hours of 7:30 A.M. and 3:00 P.M. All requests made after 3:00 P.M. will be date stamped for the following business day.
4. Requests for Right-to-Know information must be sufficiently specific and include the name and address to which MCTI should direct its response.
5. Any MCTI office or employee receiving a Right-to-Know request shall immediately forward the original copy of the request to the RTK Officer. If the request is received electronically, the email shall be forwarded to the RTK Officer.
6. The RTK Officer will respond to the request within five (5) business days.
7. Documents will be provided in the existing format. All documents will be subject to redaction as required by law.
8. Fees for honoring RTK requests will include:
 - a) \$0.25 per side of page for coping letter-sized black & white copies.
 - b) Actual cost for postage of the document.
 - c) Actual cost for copying to CD/DVD or other electronic means of duplication.
9. Other fees charged will be those allowable by law.
10. The Standard Right-to-Know Request Form is available in the Main Office of MCTI or online at: http://www.openrecordspa.org/links_assets/form_righttoknow_request.doc
11. Appeals may be registered with :

Office of Open Records
Commonwealth of Pennsylvania
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120