

RESPONSIBILITIES OF A RIGHT-TO-KNOW OFFICER

Under the new law, every Commonwealth and Local Agency is required to appoint a Right-to-Know Officer. The RTK Officer should be a senior level employee who understands the Agency and have a working knowledge of the records the Agency possesses.

The law requires that RTK officers perform specific functions under the law:

- Receive requests submitted to the agency.
- Direct requests to other appropriate persons within the agency or to the appropriate persons in another agency.
- Track the agency's progress in responding to requests.
- Issue interim and final responses under this act.

When an RTK Officer receives a request for a public record they should do all of the following:

- STAMP the date of receipt on the written request.
- Compute the day on which the five-day response expires and make a notation of that date on the written request.
- Maintain an electronic or paper copy of a written request, including all documents submitted with the request until the request has been fulfilled.
- If the request is denied, the written request should be maintained for 30 days
- If an appeal is filed keep the records until a final determination is issued under section 1101(b) or the appeal is deemed denied.

Create a file and keep all of the following:

- The original request.
- A copy of the response.
- A record of written communications with the requester
- A copy of other communications. (This subparagraph only applies to Commonwealth agencies.)