



**AGENCY OPEN RECORDS OFFICER
REGISTRATION**

Office of Open Records
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120-0225
Fax: (717) 425-5343
E-mail: ORORegistration@pa.gov

Agency Open Records Officer (“AORO”) Name and Address

Agency Name: _____
AORO Name: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
AORO Phone Number: (____) ____ - _____
Fax of AORO: (____) ____ - _____
E-mail Address of AORO: _____
(NOTE: An agency may use a dedicated e-mail address for requests, i.e. RTKLRequest@agency.gov)
Agency website address: _____

Agency Posting Requirements

Section 504(b) of the Right-to-Know Law (“RTKL”) requires that an agency post certain information at the agency and on the agency’s website, if the agency maintains a website. An agency must post:

- Contact information for the agency open records officer.
- Contact information for the Office of Open Records or other applicable appeals officer.
- A form which may be used to file a request.
- Agency regulations, policies and procedures related to the RTKL.

Please select one of the following:

- The agency posted all information required by Section 504(b) of the RTKL at the agency and on the agency’s Internet website.
- The agency posted all information required by Section 504(b) of the RTKL at the agency and the agency *does not* maintain an Internet website.

Respectfully Submitted,

AORO’s Signature

Date: _____