

Pennsylvania Intergovernmental Cooperation Authority

1500 Walnut Street, Suite 1600, Philadelphia, PA 19102

Telephone 215-561-9160 Fax 215-563-2570

Right-to-Know Contact Information

In accordance with Act 3 Of 2008, Pennsylvania's Right-to-Know Law, the Pennsylvania Intergovernmental Cooperation Authority is required to designate an open-records officer. The open-records officer for the Authority is as follows:

Harvey M. Rice
1500 Walnut Street
Suite 1600
Philadelphia, PA 19102
215-561-9160
hrice@picapa.org

The contact information for the Pennsylvania Office of Open Records is as follows:

Commonwealth of Pennsylvania
Office of Open Records
Commonwealth Keystone Building
400 North Street, 4th floor
Harrisburg, PA 17120-0225
Phone: 717-346-9903
Fax: 717-425-5343
E-mail: openrecords@state.pa.us

A sample Information Request Form is on the following page

Standard Right-To-Know Request Form

Date Requested:

Request Submitted by: ___ E-mail ___ U.S. Mail ___ Fax ___ In-Person

Name of Requester: _____

Address: _____

City/State/ZIP: _____

Telephone (Optional): _____

Records Requested (*provide as much detail as possible so the agency can provide the information*):

Do you want copies? YES or NO

Do you want to inspect the records? YES or NO

Do you want certified copies of the records? YES or NO

****PLEASE NOTE: Retain a copy of this request for your files.
It is a required document if you would need to file an appeal.****

For Agency Use Only

Right to Know Officer:

Date Received by the Agency:

Agency Five (5) Business Day Response Due: