

## RIGHT-TO-KNOW LAW

Any member of the public can request your records. We respond on your behalf.



*The purpose of the Right-to-Know Law was to foster transparency in governmental activities by allowing members of the community access to certain information from public entities. However, the scope of the law can often be the subject of contention, especially when there is confusion as to what **must** be provided and what can be exempt from the request.*

In our Right-to-Know practice, we provide hands-on guidance to clients every day on this ever-changing and growing area of the law.

We help clients understand what constitutes a “public” record and what information is protected from public access; we advise how these records must be stored and maintained and for how long, and we routinely serve as the client’s conduit to share information in response to a lawful request.

We have also encountered virtually every special circumstance during that process, so we know what to do when an employee has used a private account or device in official communications, or when the information being requested is stored by a contractor who provides services to you.

We have experience involving everything from simple to contested and large-volume searches, and our internal systems and software streamline and simplify the entire process. We are well-prepared to respond when a request – or claim of exception – results in litigation, and have successfully represented clients before administrative and appellate courts in all matters related to the Right-to-Know Law.

While the Right-to-Know law was well intended, it has translated into an expensive, time-consuming chore for many government and school entities.

We run the process for you, we make it easier on you, and in the process save you time, aggravation and money.

### OUR SERVICES

- Coordinate all communications once a request has been received
- Review each request, determine its validity
- Examine all documents pertinent to the request, advising what you must provide and how
- Redact all necessary information in the materials provided
- Monitor and ensure compliance with all response deadlines
- Identify fees you can charge the requestor for providing records
- Help you be mindful of things you can't ask or require of the requestor
- Share how changes to the law or recent rulings may affect your response or internal procedure

To learn more about Right-to-Know request services and how we can make the process easier for you, contact us at 215-345-9111.

#### SOUTHEAST REGION OFFICE

331 East Butler Avenue, New Britain, PA 18901

**PHONE** 215 345 9111 | **FAX** 215 348 1147

#### CENTRAL REGION OFFICE

P.O. Box 956, Hershey, PA 17033

**PHONE** 717 641 9025 | **FAX** 717 641 9026

#### NORTHEAST REGION OFFICE

250 Kennedy Boulevard, Suite 1, Pittston, PA 18640

**PHONE** 570 654 2210 | **FAX** 570 655 1875