

# Right-to-Know Request

This written policy outlines the proper procedures for requesting records from the Mahoning Township Police Department (MTPD) under [Pennsylvania's Right to Know Law](#), 65 P.S. §§ 67.101-67.3104.

Questions regarding this policy should be directed to the Mahoning Township Right-to-Know Law (RTKL) Office, at 570-275-5521, Extension 7.

## Requesting Mahoning Township Police Department Audio or Video Recordings

The Right-to-Know Law does not apply to requests for audio or video recordings. Act 22 of 2017 (specifically Chapter 67A of the Act) established a process for requesting audio and video recordings in possession of law enforcement agencies in Pennsylvania. For more information, **return to form section & click on Requesting Audio/Video Recordings from MTPD.**

## How to Submit a Right-to-Know Request to the Mahoning Township Police Department

1. All RTKL requests for records must be in writing. Each request must identify or describe the records sought with sufficient specificity to enable MTPD to ascertain which records are being requested. Each request must also provide a name and address to which the MTPD response will be directed.

Please choose use the following form below in order to submit your RTK request:

[Pennsylvania Office of Open Records - Right-to-Know Uniform Request Form](#)

2. All requests must be addressed to the Agency Open Records Officer, as follows:

Mahoning Township  
ATTN: Agency Open Records Officer  
849 Bloom Road  
Danville, PA 17821

Fax: (570) 271-3108

Requests may be sent to MTPD RTKL Office via mail, fax, or in person during regular business hours of 8:00 a.m. to 4:00 p.m., Monday through Friday (except holidays and official office closings).

**3. Investigative reports are not public information and therefore not accessible under the RTKL.** Investigative reports may be available with a properly executed subpoena.

**4.** To the extent that this request seeks or may be construed to seek Mahoning Township Police Department records involving covert law enforcement investigations, including intelligence gathering and analysis, the Department can neither confirm, nor deny the existence of such records without risk of compromising investigations and imperiling individuals. UNDER NO CIRCUMSTANCES, therefore, should the Department's response to this request be interpreted as indicating otherwise. In all events, should such records exist, they are entirely exempt from public disclosure under the Right-to-Know Law, 65 P.S. §§ 67.101-67.3104, and the Criminal History Record Information Act, 18 Pa.C.S. §§ 9101-9183.

**5.** If a written request for records is granted, the following fees will be charged to the requestor:

- \$0.25 per page for duplication;
- \$2.00 per record certification;
- Actual costs for postage, facsimile or other media, and for duplication of specialized records (except that postage fees will be waived for postage that is under \$1.00);
- Fees will be waived for duplication that is under \$5.00;
- Information on fees for reproduction of transcripts can be found on page 5 of the Pennsylvania State Police Right-to-Know Law Policy (see link below).

RTKL fees for duplication are established by the [Office of Open Records](#). As expressly provided by 65 P.S. §67.1307(g), the Agency is authorized to charge requesters reasonable fees for necessarily incurred costs. The Agency will determine and charge such fees on a case by case basis. Answers to fee-related questions may be obtained by calling 1-877-785-7771.

**6.** Requesters must pay all applicable RTKL fees before access to requested records is provided. Should MTPD determine that applicable fees are projected to exceed \$100.00, the requester will be required to prepay the fees before the request is processed. All fees must be paid by certified check, bank check, or money order made payable to the "Mahoning Township."