



RIGHT-TO-KNOW RECORDS REQUESTS

Public Information and Right-to-Know

The City of St. Marys Police Department will provide public records in accordance with Act 3 of 2008 the Pennsylvania Right-to-Know Law.

Definition of Public Records:

- A record, including a financial record, of a local agency that:
- Is not exempt under section 708 of the Right to Know Law.
- Is not exempt from being disclosed under any other Federal or State law or regulation or judicial order or decree.
- A record that is not protected by a privilege.

Open Records Officer(s)

The Chief of Police (or as necessary his designee) shall be the open records officer of the City of St. Marys Police Department.

Open records requests shall be submitted by completing the approved Right-to-Know Request Form via any of the below methods:

- In Person: City of St. Marys Police Department, 319 Erie Ave., St. Marys, PA 15857
- Via US Mail: City of St. Marys Police Department, 319 Erie Ave., St. Marys, PA 15857
- Via fax: 814-834-2517

Right-to-Know Forms can be requested via any of the above methods, by phone at 814-781-1315, or at www.stmaryspa.gov/police-department.

Appeals

In the event a requestor is denied release of a record by the Chief of Police or his designee, he/she may appeal within 15 business days to the Open Records Appeals Officer pursuant to section 1101 of the Right to Know Law.

The Elk County District Attorney shall serve as the Appeals Officer for records related to criminal investigations.

Appeals related to records denials involving non-criminal records shall be filed with the Pennsylvania Office of Open Records. Further information can be found at

www.openrecords.pa.gov/Appeals/HowToFile .