



REQUESTS FOR POLICE AUDIO RECORDINGS AND/OR VIDEO RECORDINGS

Requests for law enforcement audio recordings and/or video recordings are regulated according to Act 22 of 2017 which provides for processes under Title 42, Chapter 67A. The full statute can be found here: [Act 22 of 2017](#).

The Pennsylvania Right-to-Know Law as it relates to public records does not apply to requests for police audio recordings or video recordings.

Request Requirements

- Requests must occur within 60 days of the date when the audio recording or video recording was made.
- Requests must be in writing. The request form can be found at the [City of St. Marys Police Department](#) web page.
- Requests must be served to the individual who is designated as the open-records officer for the City of St. Marys Police Department. The open-records officer is the Chief of Police or his designee.
- Service is effective upon receipt of the written request by the open-records officer. Requests must occur by personal delivery or certified mail with proof of service. The City of St. Marys Police Department accepts requests during regular business hours of 8:00 a.m. to 4:00 p.m., Monday through Friday (excluding holidays).

Content of Requests

- Requests shall specify with particularity the incident or event that is the subject of the audio recording or video recording, including the date, time and location of the incident or event.
- Requests shall include a statement describing the requester's relationship to the incident or event that is the subject of the audio or video recording.
- If the incident or event that is the subject of the audio recording or video recording occurred inside a residence, the request shall identify each individual who was present at the time of the audio recording or video recording unless not known and not reasonably ascertainable.

Fees for Requests

- Per Act 22 of 2017, a law enforcement agency may establish reasonable fees relating to the costs incurred to disclose audio recordings or video recordings.
- The fees shall be paid by the requesting party at the time of disclosure of the audio recording or video recording.
- The City of St. Marys Police Department fee for these costs is established within the current City of St. Marys fee schedule. The current fee is \$100 per granted recording.

Appeals

- If a request is denied, the requester may file a petition for judicial review in the Court of Common Pleas of Elk County. The appeal must be filed within 30 days of the denial. Specifics regarding the appeal process are found within Act 22 of 2017.

Additional information can be found at [PA Office of Open Records - Requesting Police Recordings](#) .