

Right to Know Law  
INDIANA COUNTY TECHNOLOGY CENTER  
Policies

In accordance with the Governor's Office Management Directive 205.36, (regarding recent amendments to the Right-to-Know Law, 65 P.S. §§66.1-66.0) and Right-to-Know Law, 65 P.S. § 67.101, *et seq.* ("RTKL")

**REQUESTING INFORMATION UNDER THE RIGHT-TO-KNOW LAW**

**To request records under the RTKL, you may file a request with this Agency's Open Records Officer:**

Melissa Carnahan, Administrative/Board Secretary  
Indiana County Technology Center  
441 Hamill Road, Indiana, PA 15701  
(724) 349-6700 (855) 428-2338 (Fax)

Requests for Right to Know information may be submitted verbally, in writing, in person, by mail, by facsimile, or by e-mail.

Requests must be made between the normal business hours of 7:45 a.m. and 3:45 p.m. Requests made after 4:00 p.m. will be date stamped for the following business day.

The following fees may be assessed:

Cost for Reproduction:	\$.25 per impression
Redaction Costs:	\$14.00 per hour
Certification fee:	\$1.00 per record
Postage:	Actual cost beyond a single postage stamp

**To challenge this Agency's response, you may file an appeal within 15 business days with:**

Erik Arneson, Executive Director

Office of Open Records

333 Market Street, 16th Floor, Harrisburg, PA 17101-2234

Phone: (717) 346-9903 Fax: (717) 425-5343

Email: [openrecords@pa.gov](mailto:openrecords@pa.gov) Website: <http://openrecords.pa.gov>

**When a request is denied as seeking exempt criminal investigative records of a local agency, appeals may be filed within 15 business days of the agency's response with:**

Indiana County District Attorney's Office

Indiana County Courthouse, 825 Philadelphia Street, Indiana, PA 15701

Phone: 724-465-3835 Fax: 724-465-3953

Email: [rmaryai@indianacountypa.gov](mailto:rmaryai@indianacountypa.gov) Website: [www.countyofindiana.org](http://www.countyofindiana.org)

**In compliance with Section 504 of the RTKL, the following documents have also been posted at this Agency:**

- A form which may be used to file a request.
- This Agency's policy relating to the RTKL