



SWOYERSVILLE BOROUGH POLICE



Pennsylvania Right-To-Know Law Requests

*(Act 3 of 2008, as signed by Gov. Edward G. Rendell on February 14, 2008
Effective January 1, 2009)*

Public records will be available for inspection and copying at the Swoyersville Borough Police Department Monday through Friday. Any RTKL request received by this Office after the close of business hours will be marked as received on the following business day.

Requests shall be in writing and directed to the (AORO) Agency Open Records Officer Chief David Latoski on a form provided by the Police Department and shall include the date of request, the name of the requestor and a clear description of the records sought. Please be sure that your request for records is specific and concise. Identify as precisely as possible the records sought, so we can locate them and determine whether they are public records. Fees for the copies may be charged at the rate specified in *Swoyersville Borough Police Department General Order 4.11.1*.

The (OOR) Office of Open Records has five business days to respond to a request. The law provides that an agency is permitted to take an additional 30 days to respond to any request for the reasons set forth in (*65 P.S. § 67.902*) of the Right to Know Law.

Under the Right-To-Know Law, (*65 P.S. § 67.708.(16)(17)*) investigative reports, and records of an agency relating to a noncriminal investigation are exempted from the definition of a “public record”, therefore any such request will be denied; but investigative reports and non criminal reports may be available with a properly executed subpoena for court purposes. For information on subpoena procedures contact the AORO Officer.

The Swoyersville Police Department does not possess or retain investigative or administrative information for any other state or local agencies, therefore such requests will be denied.

All appeals for criminal matters can be forwarded to the District Attorney Appeals Officer Right to Know Law, the mailing address is Luzerne County District Attorney’s Office 200 North River Street Wilkes Barre, and Pennsylvania 18711, Phone number is 570-825-1674.
(*65 P.S. § 67.503 of the Right to Know Law*)

The Office of Open Records is responsible for enforcing and implementing the state’s Right-to-Know Law and serving as a resource to citizens, public officials and members of the media; our goal is to ensure open and honest government in Pennsylvania.

David Latoski
Chief of Police

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