



# pennsylvania

OFFICE OF OPEN RECORDS

## AGENCY OPEN RECORDS OFFICER REGISTRATION

Office of Open Records  
Commonwealth Keystone Building  
400 North Street, 4<sup>th</sup> Floor  
Harrisburg, PA 17120-0225  
Fax: (717) 425-5343  
E-mail: [ORORegistration@pa.gov](mailto:ORORegistration@pa.gov)

### Agency Open Records Officer ("AORO") Name and Address

Agency Name: \_\_\_\_\_

AORO Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

AORO Phone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Fax of AORO: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

E-mail Address of AORO: \_\_\_\_\_

(NOTE: An agency may use a dedicated e-mail address for requests, i.e. [RTKLRequest@agency.gov](mailto:RTKLRequest@agency.gov))

Agency website address: \_\_\_\_\_

### Agency Posting Requirements

Section 504(b) of the Right-to-Know Law ("RTKL") requires that an agency post certain information at the agency and on the agency's website, if the agency maintains a website. An agency must post:

- Contact information for the agency open records officer.
- Contact information for the Office of Open Records or other applicable appeals officer.
- A form which may be used to file a request.
- Agency regulations, policies and procedures related to the RTKL.

Please select one of the following:

- The agency posted all information required by Section 504(b) of the RTKL at the agency and on the agency's Internet website.
- The agency posted all information required by Section 504(b) of the RTKL at the agency and the agency *does not* maintain an Internet website.

Respectfully Submitted,

\_\_\_\_\_  
AORO's Signature

Date: \_\_\_\_\_