

HOW TO FILE AN APPEAL

The Office of Open Records (OOR) Appeals Form can be used to appeal full denials, partial denials, and deemed denials (i.e., when the agency doesn't respond by the deadline), as well as to appeal any fees being charged by the agency.

The simplest and best way to prepare an appeal is to use the official OOR Appeal Form on the OOR website at <http://www.openrecords.pa.gov/Appeals/HowToFile.cfm>.

The OOR prefers to receive appeals through the online form, or via e-mail as a Microsoft Word (.doc or .docx) or PDF attachment.

E-mail Attachment Formats: Appeals filed via e-mail may include PDF, Microsoft Word (doc, docx, or rtf), Microsoft Excel (xls orxlsx), and image file (jpg, png, gif, or tiff) attachments. If an appeal to be filed via e-mail includes an attachment of any other format, call the Office of Open Records (717-346-9903) before sending it. Any other formats may be rejected by Commonwealth servers.

E-mail Attachment File size: If an appeal to be filed via e-mail includes an attachment exceeding 4MB, call the Office of Open Records (717-346-9903) before sending it. Attachments exceeding 4MB may be rejected by Commonwealth servers.

Appeals may also be submitted via email (openrecords@pa.gov), fax (717-425-5343) or postal mail:

Office of Open Records
333 Market Street, 16th Floor
Harrisburg, PA 17101-2234

In-person submissions are accepted at the Office of Open Records, 333 Market Street, 16th Floor Harrisburg, PA, during normal business hours.

The deadline for an appeal submitted electronically (e-mail or fax) is 11:59:59 p.m. on the 15th business day from the mailing date of the Agency's response or the date that the request was deemed denied. For in-person submissions and submissions via postal mail, the deadline is 5:00 p.m. on the 15th business day.