Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: County of Dauphin (Attn: AORO)

Date of Request: 8/10/2026 Submitted via: ☒ Email ☐ U.S. Mail ☐ Fax ☐ In Person

[redacted]

RECORDS REQUESTED: *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law. Use additional pages if necessary.*

For each employee employed by the County at any point during the CY2024 & CY2025, I request all: employee name, department, job title as listed for Salary Board and budget, total gross compensation, total regular pay, total OT pay, total comp time paid out if available, total benefits (employer side only). Please provide in a spreadsheet form (.xlsx or .csv preferred). Also, the current Salary Board approved position listing and pay rates for all county positions.

DO YOU WANT COPIES? ☐ Yes, printed copies (*default if none are checked*)
☒ Yes, electronic copies preferred if available
☐ No, in-person inspection of records preferred (*may request copies later*)

Do you want certified copies? ☐ Yes (*may be subject to additional costs*) ☒ No

RTKL requests may require payment or prepayment of fees. See the Official RTKL Fee Schedule for more details.

Please notify me if fees associated with this request will be more than ☒ $100 (or) ☐ $_____.

EMAIL COMPLETED FORM TO openrecords@dauphincounty.gov or,

MAIL TO: Dauphin County Office of Open Records, P.O. Box 1295, Harrisburg, PA 17108

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: _____ Date Received: _____ Response Due (5 bus. days): _____

30-Day Ext.? ☐ Yes ☐ No (If Yes, Final Due Date: _____) Actual Response Date: _____

Request was: ☐ Granted ☐ Partially Granted & Denied ☐ Denied Cost to Requester: $_____

County Department/Agency/Office: _____

☐ Appropriate third parties notified and given an opportunity to object to the release of requested records.

NOTE: In most cases, a completed RTKL request form is a public record. Form updated Mar. 23, 2023
More information about the RTKL is available at https://www.openrecords.pa.gov