pennsylvania
OFFICE OF OPEN RECORDS

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: Eastern Adams Regional Police Department (Attn: AORO)

Date of Request: 09/08/2026 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.*

PLEASE SEE ADDITIONAL PAGE FOR REQUEST. THANK YOU.

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) ☐ $_____.

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: $_____

☐ 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.
More information about the RTKL is available at https://www.openrecords.pa.gov

Form updated Feb. 3, 2020

Flock Safety System Audit and Access Records

Pursuant to the Pennsylvania Right-to-Know Law, I request existing audit logs, access logs, activity logs, search-history records, reports, or electronic exports generated or maintained by the Flock Safety system concerning use of the Eastern Adams Regional Police Department's Flock ALPR system for the period June 1, 2026 through the date the search for responsive records is conducted.

Specifically, I request existing records showing, where maintained:

1. Date and time of each system search or query.
2. User account or employee associated with the search.
3. Agency associated with the user conducting the search.
4. Search or activity type.
5. Any reason, purpose, justification, case number, or reason code entered for the search.
6. Records showing administrative access, login activity, account changes, or changes to user permissions.
7. Audit records showing searches of EARPD-collected data performed by personnel from outside law-enforcement agencies.
8. Audit records showing EARPD personnel searching data collected by other participating agencies.
9. Existing records or reports identifying agencies with which EARPD currently shares Flock data or permits searchable access.
10. Existing records showing changes to data-sharing settings or agency-sharing permissions during the requested period.

If the Department contends that license plate numbers, investigative case numbers, search targets, or other portions of an otherwise public audit record are exempt from disclosure, I request that those specific portions be redacted and that the remainder of the record be produced rather than withholding the record in its entirety.

This request seeks existing records, logs, reports, or exports and does not require the Department to create a new record or compile information into a format that does not already exist.

Where the system permits an existing audit log or report to be exported electronically, I request the record in its native or exported electronic format, including CSV or spreadsheet format if that is the format in which the record exists.