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 ALPR Contract and Approval Records

Pursuant to the Pennsylvania Right-to-Know Law, I request the following records concerning the Eastern Adams Regional Police Department's acquisition and deployment of Flock Safety automated license plate reader (ALPR) cameras:

1. The fully executed agreement, contract, subscription agreement, order form, statement of work, or other agreement between Eastern Adams Regional Police Department and Flock Safety.
2. All amendments, renewals, extensions, addenda, or subsequent order forms associated with that agreement.
3. All Flock Safety proposals, quotes, pricing documents, and cost estimates received by the Department before purchase or deployment.
4. Purchase orders, invoices, payment records, and records identifying the funding source used to acquire or operate the system, including any grant funding.
5. Records reflecting approval of the Flock system, including resolutions, motions, meeting minutes, agenda materials, memoranda, written recommendations, or other records presented to or approved by the Eastern Adams Regional Police Commission.
6. Any competitive bidding records, requests for proposals, quotes from competing vendors, sole-source determinations, cooperative purchasing documents, or other procurement records associated with the acquisition.
7. Records identifying the number of cameras/readers originally authorized and the locations approved for installation.

The requested time period is **January 1, 2024 through the present**.

I request the records electronically in their existing electronic format where available.