Right-to-Know Law Request – Pennsylvania State Police

12/11/2025

Right-to-Know Law (RTKL) Office

Pennsylvania State Police
1800 Elmerton Avenue
Harrisburg, PA 17110

RA-psprighttoknow@pa.gov

FORMAL RIGHT-TO-KNOW LAW REQUEST

Pursuant to the Pennsylvania Right-to-Know Law, 65 P.S. §§ 67.101–67.3104, I hereby request the following records from the Pennsylvania State Police:

Requested Records

1. All overtime records for Pennsylvania State Police personnel assigned to Troop A for the period of Jan 1-Dec 1, 2025.

This includes:

• Timesheets or time logs reflecting overtime hours worked

• Overtime approval forms

• Payroll records showing overtime compensation

• Internal reports or summaries identifying overtime usage

• Rosters or schedules showing assigned overtime shifts

I request these records in electronic format under 65 P.S. § 67.701.

Legal Basis for Disclosure

Overtime records are public financial records.

Controlling case law:

• City of Pittsburgh v. Silver, 50 A.3d 296 (Pa. Commw. Ct. 2012)

• Office of the Governor v. Raffle, 65 A.3d 1105 (Pa. Commw. Ct. 2013)

• Pennsylvania State Education Ass'n v. PSP (PSEA), 148 A.3d 142 (Pa. 2016)

• 65 P.S. § 67.708(b)(6)

Redactions

PSP may redact personal identifiers under § 708(b)(6)(i), but the core data must be released.

If records are withheld, please provide:

1. The statutory basis under § 903,

2. A description of each withheld record,

3. The name and signature of the ORO.

Regarding the PSP Claim That Requesters Must Use Their Agency Form

This request is being submitted without using the Pennsylvania State Police's proprietary PDF request form. Under the Pennsylvania Right-to-Know Law, an agency may not require a requester to use an agency-specific form.

The governing statute, 65 P.S. § 67.703, provides:

"A written request may be submitted in person, by mail, by e-mail, or by fax, on a form provided by the agency or on any form that is acceptable to the agency, or in any other written format."

The Pennsylvania Office of Open Records has repeatedly held that:

• *Agencies cannot mandate use of their own forms,*

• *A requester may submit any written request containing the elements in § 703, and*

• *A denial based solely on failure to use an agency form is improper and unlawful.*

See:

– Meguerian v. Office of the Attorney General, OOR Dkt. AP 2010-1060.

– Lombardo v. Pennsylvania State Police, OOR Dkt. AP 2015-0931.

This request contains all necessary elements under § 703 and must be processed.

Fees

Notify me if costs exceed $10 under § 1307.

Delivery

Please deliver the records by email to:

[redacted]

Statutory Response Deadline

I look forward to PSP's response within five business days under § 67.901.

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