

**POLICY TITLE:** RIGHT TO KNOW LAW

**POLICY NUMBER:** 102.00

**EFFECTIVE DATE:** January 1, 2009

**REVISION NUMBER:** 102.01

**REVISION DATE:** SEPTEMBER 2, 2026

**AUTHORITY:** FRANKLIN COUNTY COMMISSIONERS

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### **PURPOSE AND EFFECTIVE DATE**

On February 14, 2008, Act 3 of 2008 was passed into law amending the Pennsylvania Right to Know Law, hereinafter referred to as the "Right to Know Law." The Act governs the rights of the public to inspect and obtain copies of public records. The effective date of the Act is January 1, 2009. The purpose of this policy is to provide guidelines that conform with Act 3 of 2008, for County Offices, with County Offices being defined as follows:

Any office of the legislative and/or executive branch of the government of the County of Franklin, no matter where physically located and whether headed by an appointed or an elected official, except for the following:

- Courts/Unified Judicial System, including court administrative staff
- Clerk of Court
- Clerks of Orphan's Court
- County Domestic Relations Offices
- County Probation Offices
- Prothonotaries

The Franklin County District Attorney's Office, the Franklin County Sheriff's Office and the Franklin County Coroner's Office have their own Open Records Officer.

### **DEFINITIONS**

The definitions in Section 102 of the Right to Know Law are incorporated herein by reference thereto.

### **REQUEST FOR PUBLIC RECORDS**

The Open Records Officer is the designated employee of the County who is responsible for receiving, tracking and responding to requests made pursuant to the Right to Know Law.

The Open Records Officer for Franklin County is Becky S. Brackbill, and all requests shall be submitted to her in person, by mail, or by email. Ms. Brackbill's contact information is as follows:

Becky S. Brackbill  
Open Records Officer  
Franklin County Administration  
272 North Second Street  
Chambersburg, PA 17201  
(717) 660-2685  
[bsbrackbill@franklincountypa.gov](mailto:bsbrackbill@franklincountypa.gov).

The Requester must be a resident of the United States. In determining whether a Requester is a legal resident of the United States, the County may, in its discretion, require the Requester produce identification demonstrating that status.

All requests for records must be submitted in writing on either the Franklin County form

(<https://www.franklincountypa.gov/wp-content/uploads/2024/10/Open-Records-Request-Form.pdf>)

or the form published by the Office of Open Records

(<https://www.openrecords.pa.gov/Documents/RTKL/RTKRequestForm.pdf>)

As per the forms, the written request must provide the name, address, telephone number of the Requester. The Act does not require that the County respond to anonymous requests. No anonymous requests will be accepted and/or responded to by the Open Records Officer.

The written request does not need to include an explanation of the Requester's reason for the request or of the Requester's intended use of the record(s). However, any explanation provided may aid the Open Records' Officer in the determination as to the release of records.

The written request needs to identify or describe the records sought with sufficient specificity to engage the Open Records Officer to ascertain what records are being requested.

### **RESPONSE TO REQUEST FOR PUBLIC RECORDS**

Within five business days after receiving a written request for public records, the Open Records Officer shall respond to the request in a manner consistent with Act 3 of 2008. A business day is any weekday or regular business day, except those days when the offices of the County are closed for all or part of the day due to a holiday, severe weather, natural or other disaster, pandemic, epidemic or other public health and welfare emergencies, emergency declarations or at the request or direction of local, state or federal officials. Record requests received after the closing of regular business hours will be considered as being received on the next business day.

## **RECORD RETENTION**

The Right to Know Law does not modify, rescind or supersede any statutes, regulations and other laws that regulate the County's retention and disposal of records.

## **FEES AND CHARGES**

Fees and charges shall be set (and amended when needed), as appropriately by the Open Records Officer after consultation with the County Solicitor, and using standards provided for in the Act and by the Office of Open Records. The current schedule of fees established by the County

(<https://www.franklincountypa.gov/government/open-records-information/fees/>).

A schedule of fees is established by the Office of Open Records

(<https://www.openrecords.pa.gov/RTKL/FeeStructure.cfm>).

The County may, in its discretion, insist that payment be made by certified check. In the alternative, the County may insist that an ordinary check must first be cleared prior to provision of copies. If the fee is for copying only, the County shall allow access to the records but shall refuse to make or provide copies until the fee is paid. If the fee is for some other service that is necessary for access to be provided, and which is authorized by the Office of Open Records, then the County shall deny access until the fee is paid.

Nothing in this Policy shall prohibit the County and a third party from entering into an agreement to provide certain records for a mutually agreed upon fee.

**\*\*The Board of Commissioners reserves the right to terminate or amend this policy, at any time, without liability to any person who may be affected by such termination or amendment. No employee shall have any vested right to the continuance of this policy or have the same continued.**

**\*\*This policy is not intended to supersede or override any provisions of the Courts as a result of inherent and exclusive rights and powers of the judiciary accorded to it by Article V of the Pennsylvania Constitution and Section 1620 of the County Code.**

## **CROSS REFERENCE**

Code of Conduct for Employees of the Unified Judicial System

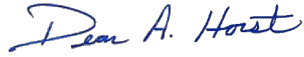
## **CONTACT INFORMATION/PROPONENT OFFICE –**

Right to Know Officer/Commissioner's Office

**ADDENDUMS/AMENDMENTS** - Not Applicable.

ADOPTED ON THIS 2<sup>ND</sup> DAY OF SEPTEMBER 2026

**FRANKLIN COUNTY COMMISSIONERS**



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Dean A. Horst, Chair, Commissioner



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John T. Flannery, Commissioner



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Robert G. Ziobrowski, Commissioner

# RTK POLICY SEPTEMBER 2026 - FINAL

Final Audit Report

2026-09-02

|                 |                                               |
|-----------------|-----------------------------------------------|
| Created:        | 2026-09-02 (Eastern Daylight Time)            |
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-  Document created by Lisa Manning (Immanning@franklincountypa.gov)  
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-  Document emailed to Dean Horst (dahorst@franklincountypa.gov) for signature  
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-  Document emailed to jtflannery@franklincountypa.gov for signature  
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-  Signer jtflannery@franklincountypa.gov entered name at signing as John T Flannery  
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-  Document e-signed by John T Flannery (jtflannery@franklincountypa.gov)  
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✔ Agreement completed.

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