

Philadelphia District Attorney's Office Right-to-Know-Law Policy

It is the policy of the Philadelphia District Attorney's Office (DAO) to comply with the Right-to-Know Law (RTKL), 65 P.S. §§ 67.101–3104. Pursuant to RTKL Section 504(a), the DAO establishes the following procedures governing RTKL requests:

1. Requests for access to public records of the DAO pursuant to the RTKL must be submitted in writing on or with a completed standard statewide RTKL form. Written requests submitted without a state form will not be treated as requests pursuant to the RTKL. Oral requests for access to records will not be entertained.
2. Written RTKL requests must be directed to Thomas Gaeta, Open Records Officer, Civil Litigation Unit, Philadelphia District Attorney's Office, Three South Penn Square, Philadelphia, PA 19107. Requests may be submitted by mail or hand delivery, by fax (215-686-9929), or by email (da.rtk@phila.gov). **PLEASE NOTE:** The DAO does not handle RTKL requests for other City of Philadelphia departments. Instructions on how to file requests with other City of Philadelphia departments are available here: <http://www.phila.gov/privacy/pdfs/FinalCityOpenRecords.pdf>.
3. A request will be deemed received by the DAO Open Records Officer on the business day on which it reaches the Civil Litigation Unit. Requests received after 5:00 p.m. will be deemed received on the next business day.
4. The DAO will charge duplication and any other fees consistent with the fee structure established by the Pennsylvania Office of Open Records: <http://www.open-records.pa.gov/RTKL/FeeStructure.cfm>.
5. In accordance with Sections 901 and 902, the DAO will send an initial response within 5 business days and will send any final response within 30 calendar days after that. On occasion, additional time will be requested and patience is appreciated.
6. If any part of a request for access to a public record is denied, an appeal may be taken. The DAO Open Records Officer should be copied on any appeal.
7. Appeals relating to access to criminal-investigative records must be filed with Jaclyn Mason, the Philadelphia District Attorney's Office's Civil Litigation Unit, Right-to-Know-Law Appeals Officer, Three South Penn Square, Philadelphia, PA 19107, no later than 15 business days from the date of the final response letter.
8. Appeals not relating to access to criminal-investigative records must be filed with the Pennsylvania Office of Open Records, 333 Market Street, 16th Floor, Harrisburg, PA 17101-2234, no later than 15 business days from the date of the final response letter.