

**Right-to-Know Law Policies for  
The Legislative Budget & Finance Committee (“LBFC”)  
Effective as of January 1, 2009**

**Section 1. Definitions.**

1. LBFC – Legislative Budget and Finance Committee.
2. RTK Law – Pennsylvania Right-to-Know Law, Act of Feb. 14, 2008, No.3.
3. Legislative Record – as defined in Section 102 of the RTK Law.
4. Office of Open Records – As established in Section 1310 of the RTK Law.

**Section 2. Hours of Access.**

The LBFC will be open for Right-to-Know Law access purposes from 8:30 a.m. to 4:30 p.m. Monday through Friday except for official State and Federal holidays and other days the LBFC is closed by direction of the LBFC Executive Director.

**Section 3. Contact Information.**

Right-to-Know requests must be addressed to:

Open-Records Officer  
Legislative Budget and Finance Committee  
400 Finance Building  
PO Box 8737  
Harrisburg, PA 17105-8737  
Fax: 717-787-5487  
Email: [lbfccopenrecords@palbfc.us](mailto:lbfccopenrecords@palbfc.us)

**Section 4. Request Format.**

Requests must be made in writing, must be clearly marked as a right-to-know request and must be submitted in person or by mail, email or facsimile in one of the following manners:

1. On a form prescribed by the LBFC;
2. In a manner so that material requested describes records requested with sufficient specificity.

The LBFC Right-to-Know Law Request Form shall be made available on the LBFC website.

In accordance with Section 702 of the RTK Law, the LBFC may fulfill verbal, written or anonymous verbal or written requests for access under the law.

**Section 5. Processing.**

The LBFC will process a request for any of the following legislative records in the possession, custody or control of the LBFC:

1. A financial record (as defined in Section 102 of the RTK law);
2. Minutes of and records of attendance of members of the LBFC at public hearing or meeting of the LBFC and all recorded votes taken in a public LBFC meeting;

3. Transcript of a public hearing when available;
4. An audit report under Act 1970-151;
5. Final or annual reports required by law to be submitted to the General Assembly;
6. An administrative staff manual or written policies of the LBFC;
7. LBFC reports;
8. Communication of an official appointment of an appointee of the LBFC;
9. Communication of an official resignation of an appointee of the LBFC;
10. Results of public opinion surveys, polls, focus groups, marketing research or similar efforts designed to measure public opinion funded by the LBFC, except to the extent such record is a work paper underlying an LBFC audit.

**Section 6. Fee Schedule.**

Except as otherwise provided herein, the following fees apply to requests for records responded to by the LBFC under the RTK Law:

1. The fee for providing a document is \$.25 per page.
2. The fee for postage will not exceed actual mailing costs.
3. The fee for certifying a document is \$5.00 per document, regardless of the number of pages. Each document to be certified requires separate certification and fee.
4. The fees for (1) converting to paper a record only maintained in nonpaper media, and (2) offering enhanced electronic access to a record in addition to making the record accessible for inspection and duplication by a requester shall be established, as needed, in accordance with the RTK Law Section 1307(d) and (e), respectively.

If Pennsylvania’s Office of Open Records charges a fee for providing a document of less than the amount(s) set forth above, the LBFC will charge the fee charged by the Office of Open Records.

Payment arrangements will be made between the requester and the Legislative Budget and Finance Committee. Under Section 1307(h) of the RTK Law, if the total fee exceeds \$100, payment must be made prior to the initiation of the providing of access to the document. If prepayment is required, a check, certified check or money order shall be made payable to “Legislative Budget and Finance Committee” in the total amount of the fee.