

INSTRUCTIONS

Submission of requests for access: Written requests for access to public records of the Commission shall be submitted using either the form designated as SEC-5 or the request form developed by the Office of Open Records. Requests for access to public records of the Commission must sufficiently identify or describe the requested records so as to enable a determination of which records are being requested. Requests shall be submitted to the following Open-Records Officer at the Commission's Harrisburg Office:

Robert P. Caruso, Executive Director
State Ethics Commission
Finance Building
613 North Street, Room 309
Harrisburg, PA 17120-0400
Telephone: (717) 783-1610 or 1-800-932-0936
FAX: (717) 787-0806
E-Mail: RA-ethicsRTKL@pa.gov

Written requests must be submitted in person, by mail, by e-mail, or by facsimile transmission (FAX). Written requests must provide the name and address of the person to whom the response is to be sent.

Fees for processing requests for access: The following fees shall apply to the provision of access to public records of the Commission:
The fee for duplication will be as established by the Office of Open Records.
The fee for postage for mailing will be the actual cost of mailing.
Prepayment of fees may be required at the discretion of the Executive Director if such fees are expected to exceed \$100.