

**Wayne County Office of Open Records**  
**Vicky J. Botjer, Open Records Officer**  
**Wayne County Commissioners' Office**  
**925 Court Street**  
**Honesdale PA 18431**  
Phone: 570-253-5970 Ext. 4050  
Fax: 570-253-5432  
E-mail: [openrecords@co.wayne.pa.us](mailto:openrecords@co.wayne.pa.us)

Wayne County Office of Open Records has been established in order to comply with Act 3 of 2008, Pennsylvania Right-to-Know Law.

Many of our Agencies and Departments handle record requests from the public as an ordinary course of business. This policy is not intended to preclude or limit continued access to those records. Each office will continue to assist the public as part of their agency business.

If a request is made for a record that an office determines is not "ordinary" in nature and/or if a requester wishes to do so, the request is made to the Office of Open Records under the PA Right-to-Know Law. (RTK).

A request under RTK can be made on the Uniform Request Form, from the PA Office of Open Records, or on the Wayne County Open Records Request Form. These forms can be obtained from their respective websites: <http://openrecords.state.pa.us> or at [www.co.wayne.pa.us](http://www.co.wayne.pa.us) under Open Records Office Page.

A request will be accepted by mail, fax, e-mail or in person directly to the Wayne County Office of Open Records.

Wayne County Office of Open Records has established a Fee Structure in accordance with guidelines established by the PA Office of Open Records. This information is available on the Wayne County Office of Open Records Web Page and may be amended from time to time.

The Wayne County Office of Open Records will also release a summary of the Right-to-Know requests received and the response as to their disposition from time-to-time. This information will be available on the Wayne County Office of Open Records Web Page.

Any appeals of a decision to deny access to a record by the Wayne County Open Records Office can be appealed to the PA Office of Open Records. An appeals officer will be assigned by that office:

Commonwealth of Pennsylvania  
Office of Open Records  
Commonwealth Keystone Building  
400 North Street, Plaza Level  
Harrisburg PA 17120-0225  
717 346-9903  
E-mail: [openrecords@state.pa.us](mailto:openrecords@state.pa.us)

Executive Director: Terry Mutchler

Deputy Director: Barry Fox