



CITY OF DuBOIS, PENNSYLVANIA

P.O. BOX 408

16 W. SCRIBNER AVE.

DuBOIS, PENNSYLVANIA 15801

TELEPHONE: (814) 371-2000

FAX: (814) 371-1290

June 5, 2024

VIA EMAIL

Ms. Theresa Suplizio
314 Hamor Street
DuBois, PA 15801
[REDACTED]

Dear Ms. Suplizio,

Thank you for writing the City of DuBois with your request for information pursuant to the Pennsylvania Right-To-Know law.

On June 2, 2024, you requested City procedures for Government issued flags.

After receiving your request, we conducted a good faith, thorough search of the DuBois City records. We have determined that DuBois City does not possess any responsive documents related to your request.

You have a right to appeal this in writing to: Office of Open Records, 333 Market St., 16th Floor, Harrisburg, PA 17101-2234. Appeals can also be filed online at the Office of Open Records website, <https://www.openrecords.pa.gov>.

If you choose to file an appeal you must do so within 15 business days of the mailing date of the agency's response. See 65 P.S. § 67.1101. Please note that a copy of your original Right-to-Know request and this denial letter must be included when filing an appeal. More information about how to file an appeal under the Right-to-Know Law is available at the Office of Open Records website, <https://www.openrecords.pa.gov>.

If you have additional questions, please contact Shawn Arbaugh. This correspondence will serve to close this record with our office as permitted by law.

Respectfully,

Shawn Arbaugh
City Manager
City of DuBois, Clearfield County



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DuBOIS PENNSYLVANIA 15801

PUBLIC RECORD REVIEW / DUPLICATION REQUEST

Print Legibly, unreadable requests cannot be processed

Requester's Name: Theresa Suplizio Date of Request: 6/2/24

Requester's Address: 314 Hamor St.
DuBois, PA 15801

Requester's Telephone number: [REDACTED] Fax number: _____

I request: review [] duplication [] (check applicable box) of the following records:
IMPORTANT: You must identify or describe the records with sufficient specificity to enable City to determine which records are being requested. Use additional sheets if necessary.

A fee of \$ 0.50 per page will be charged for duplication services

City procedure for Government issued flag placement. When the President/Governor/ Government entity issues flags flown as half mast, does the city have proper protocol to make sure the order is followed?

Does the city receive something via email or do they rely on someone seeing it on the news? And who makes sure it gets done, especially on a weekend - the manager?, The person on call? Is there a system?

Theresa Suplizio
Signature of Requester

This request may be submitted in person or by mail to:

City Manager
City of DuBois
16 West Scribner Avenue
P.O. Box 408
DuBois, PA 15801