



Pennsylvania  
Office of Open Records

Standard Right-to-Know Law Request Form

Please read carefully. Complete this form and retain a copy of **both** pages; this copy may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied. More information about the RTKL is available at <https://www.openrecords.pa.gov>. In most cases, a completed RTKL request form is a public record.

SUBMITTED TO AGENCY NAME: City of DuBois, Pennsylvania (Attn: AORO)

Date Request Submitted: 12/12/24 Submitted via:  Email  U.S. Mail  Fax  In Person

PERSON MAKING REQUEST:

Full Name: Judith Suplizio

Company (if applicable): \_\_\_\_\_

Please send response via:  Email  U.S. Mail

*If you wish to obtain records that only exist in hard copy, or must be provided on an electronic storage device, you may be required to provide a mailing address to the agency. See Section 703.*

Email: [REDACTED]

Mailing Address: 314 Hamor Street

City: DuBois State: Pa Zip: 15801 Telephone: [REDACTED]

How do you prefer to be contacted if the agency has questions?  Telephone  Email  U.S. Mail

**By checking this box, I affirm that my full name and contact information is true and correct, and that I am a legal resident of the United States. I understand that failure to check this box may result in the denial of my request and the dismissal of any appeal filed with the Office of Open Records.**

RECORDS REQUESTED: *Provide as much detail as possible, including subject matter, time frame, and type of record sought. RTKL requests must seek records, not ask questions. Use additional pages if necessary.*

Please provide a copy of any consulting type agreement the City has with its previous city manager.

Form continues on page 2. Retain a copy of **both** pages.

**RECORDS REQUESTED (continued):**

**DO YOU WANT COPIES?**  Yes, printed  Yes, electronic  No, in-person inspection

*Records shall be provided in the medium requested if they exist in that medium; otherwise, they shall be provided in the medium in which they exist. See Section 701. Your request may require payment or prepayment of fees. View the Official RTKL Fee Schedule for more details.*

**I understand that my request may incur fees. Notify me before further processing if fees will be more than  \$100 (or)  \$\_\_\_\_\_.**

Do you want certified copies?  Yes (*may be subject to additional costs*)  No

**ITEMS BELOW THIS LINE FOR AGENCY USE ONLY**

---

Tracking: \_\_\_\_\_ Date Received: \_\_\_\_\_ Response Due (5 bus. days): \_\_\_\_\_

30-Day Ext.?  Yes  No (If Yes, Final Due Date: \_\_\_\_\_) Actual Response Date: \_\_\_\_\_

Request was:  Granted  Partially Granted & Denied  Denied Cost to Requester: \$ \_\_\_\_\_

Appropriate third parties notified and given an opportunity to object to the release of requested records.

***Retain a copy of both pages of this Form.***



## CITY OF DUBOIS, PENNSYLVANIA

PO BOX 408 16 W. SCRIBNER AVE. DUBOIS, PENNSYLVANIA 15801

TELEPHONE: 814-371-2000

FAX: 814-371-1290

December 18, 2024

Judith Suplizio  
314 Hamor Street  
DuBois, PA 15801

Dear Ms. Suplizio,

Thank you for writing to the City of DuBois with your request for information pursuant to the Pennsylvania Right-To-Know law. On December 12, you requested a copy of any consulting type agreement the City has with its previous city manager.

Pursuant to Section 902(a) of the Right to Know Law, the City of DuBois requires an additional 30 day to respond to the request:

- A timely response to the request cannot be accomplished due to bona fide and specified staffing limitations.

The City of DuBois expects to respond to your request on or before January 11, 2025.

Respectfully,

Lisa Hagberg  
Interim City Manager  
City of DuBois, Clearfield County

LH/cls



## CITY OF DUBOIS, PENNSYLVANIA

PO BOX 408 16 W. SCRIBNER AVE. DUBOIS, PENNSYLVANIA 15801

TELEPHONE: 814-371-2000

FAX: 814-371-1290

January 9, 2025

Judith Suplizio  
314 Hamor Street  
DuBois, PA 15801

Via email only [REDACTED]

Re: Right-to-Know Request dated December 12,2024

Dear Ms. Suplizio,

This letter is a written response to the right-to-know request you filed with the City dated December 12, 2024.

After careful review, it has been determined that the city did not have a consulting type agreement with the previous city manager, therefore there are no documents that can be produced.

Thank you for your interest in the affairs of the City of DuBois.

Please let me know if you have any questions.

Sincerely,

Lisa Hagberg  
Interim City of DuBois co-Manager  
Clearfield County, PA