



pennsylvania
OFFICE OF OPEN RECORDS

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: 12/02/2024

REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX IN-PERSON

NAME OF REQUESTER: STEPHANIE VARGAS

STREET ADDRESS: 100 S MILITARY TRAIL

CITY/STATE/COUNTY/ZIP(Required): DEERFIELD BEACH FL 33442

TELEPHONE (Optional): [REDACTED]

RECORDS REQUESTED: **Provide as much specific detail as possible so the agency can identify the information.*

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address

DO YOU WANT COPIES? YES or NO

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

**** PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES ****
**** IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL ****

FOR AGENCY USE ONLY

RIGHT TO KNOW OFFICER:

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE:

***Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*



CITY OF DUBOIS, PENNSYLVANIA

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

TELEPHONE: 814-371-2000

FAX: 814-371-1290

December 9, 2024

Stephanie Vargas
100 S. Military Trail
Deerfield Beach, FL 33442

Dear Ms. Vargas,

Thank you for writing to the City of DuBois with your request for information pursuant to the Pennsylvania Right-To-Know law. On December 2, you requested a copy of records regarding purchase records.

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 9, 2025.

Respectfully,

Lisa Hagberg
Interim City Manager
City of DuBois, Clearfield County.



CITY OF DUBOIS, PENNSYLVANIA

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

TELEPHONE: 814-371-2000

FAX: 814-371-1290

Stephanie Vargas
100 S. Military Trail
Deerfield Beach, FL 33442

Via email only:

Re: Right-to-Know Request dated December 2, 2024

Dear Ms. Vargas,

This letter is a written response to the right-to-know request you filed with the City of DuBois dated December 2, 2024. Upon review, your request is denied.

Under the "records requested" section of the Standard Right-to-Know Law Request form, your request states as follows:

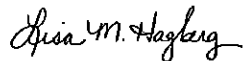
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"In [*Pennsylvania Department of Education v. Pittsburgh Post-Gazette*, 119 A.3d 1121 (Pa. Cmwlth. 2015)], th[e] [Commonwealth] Court conducted an extensive review of [its] case law regarding challenges to the specificity of a request under Section 703 of the RTKL and set forth 'a three-part balancing test, examining the extent to which the request sets forth (1) the subject matter of the request; (2) the scope of documents sought; and (3) the timeframe for which records are sought.' [*Pittsburgh Post-Gazette*, 119 A.3d at 1124 (citing *Carey v. Pa. Dep't of Corr.*, 61 A.3d 367, 372 (Pa. Cmwlth. 2012))]. [The Court] further explained: The subject matter of the request must identify the 'transaction or activity' of the agency for which the record is sought. The subject matter should provide a context to narrow the search. The scope of the request must identify 'a discrete group of documents, either by type . . . or by recipient.' . . . The timeframe of the request should identify a finite period of time for which records are sought. The timeframe prong is, however, the most fluid of the three prongs, and whether or not the request's timeframe is narrow enough is generally dependent upon the specificity of the request's subject matter and scope." [*Pa. State Sys. of Higher Educ., Office of the Chancellor v. Ass'n of State Coll. & Univ. Faculties*, 142 A.3d 1023, 1029 (Pa. Commw. 2016)].

Applying the above-quoted three-part balancing test announced in *Pittsburgh Post Gazette* compels the conclusion that your request is insufficiently specific. First, the subject matter of the request does not in any way narrow the search in a meaningful way; rather, the information sought simply relates generically to “purchase orders”, and the scope of the request does not identify a discrete group of documents by type or category. Finally, there is no finite timeframe within which the information and corresponding “public records” are being sought. The absence of a finite timeframe, combined with the request’s non-specific subject matter and overly-broad scope, render the request insufficiently specific as a matter of law, as the request does not satisfy *any* of the three-prongs of the balancing test set forth in *Pittsburgh Post Gazette*.

Therefore, the request is denied.

Sincerely,



Lisa Hagberg
Interim City of DuBois/Sandy Township Co-Manager
Kafferlin Strategies, LLC

“Gateway to Big Game Country”