

## Open Records Office at the City of Hazleton, PA

### OPEN RECORDS OFFICER

Mary Ellen Lieb  
Acting Director of Administration  
[righttoknow@hazletoncity.org](mailto:righttoknow@hazletoncity.org)  
40 N. Church Street  
Hazleton, PA 18201

HOURS: M - F, 8:30 A.M. to 4 P.M.

FAX: (570) 459-4992

### ALTERNATE RECORDS OFFICER

Nancy Doyle  
Finance Department

### Download Right to Know Request Form

The new Right to Know Law is effective January 1, 2009. The new law in its entirety can be found on the Pennsylvania Office of Open Records website, <http://openrecords.state.pa.us>

Requests may be made in writing, by fax or e-mail. A request should describe or identify the records sought with enough specificity to enable the Open Records Officer to ascertain which records are being requested.

The cost for copies is twenty five cents (\$0.25) per page. A requester may be requested to prepay if the cost of the fees to fulfill the request exceed or are expected to exceed one hundred dollars (\$100.00).

To appeal a denial of information, please do so in writing to:

Mary Ellen Lieb, Acting Director of Administration  
Office of Open Records  
40 N. Church Street  
Hazleton, PA 18201

To appeal a denial of criminal records, please do so in writing to:

Luzerne County District Attorney's Office  
200 North River St.  
Wilkes-Barre, PA 18711  
Phone: (570) 825-1674  
Fax: (570) 825-162