

RTLK Log for Exemptions, Redactions and Privileged Records

Records of [INSERT AGENCY NAME]

OOR Dkt. No. AP ____ - ____

Record Type	Record Date	Number of Pages	Subject Matter	Authors	Recipients	Legal Basis for Exclusion

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ATTESTATION IN SUPPORT OF EXEMPTION LOG

Name of Requester: [INSERT NAME OF REQUESTER]

Records Requested: [INSERT DESCRIPTION OF REQUEST]

Appeal Caption: [INSERT OOR CAPTION AND DOCKET NUMBER]

I, [INSERT NAME OF OPEN RECORDS OFFICER], hereby declare, pursuant to 18 Pa.C.S. § 4904, that the following statements are true and correct based upon my personal knowledge information and belief:

Exemption Log Information

1. I serve as the Open Records Officer for the [INSERT NAME OF AGENCY] (“Agency”).
2. I am responsible for responding to Right-to-Know requests filed with the Agency.
3. In my capacity as the Open Records Officer, I am familiar with the records of the Agency.
4. Upon receipt of the request, I conducted a thorough examination of files in the possession, custody and control of the Agency for records responsive to the request.
5. Additionally, I have inquired with relevant Agency personnel and, if applicable, relevant third party contractors as to whether the requested records exist in their possession.
6. After conducting a good faith search of the Agency’s files and inquiring with relevant Agency personnel, I identified all records within the Agency’s possession, custody or control.
7. Each of the responsive records withheld are described in the preceding exemption log.
8. I have reviewed each of the records withheld and the description of record type, record date, number of pages, the subject matter, authors of the record, and the recipients of the records as described in the preceding exemption log are true and correct.

[Exemption #1]

[Include additional paragraphs to support each cited exemption]

OOR Dkt. AP ____-____

Date: [Click here to enter a date.](#)

Signature: _____
[INSERT NAME OF OPEN RECORDS OFFICER]
Open Records Officer
[INSERT NAME OF AGENCY]