

UPPER ALLEN TOWNSHIP POLICE DEPARTMENT

Title	Public Requests for Records and Recordings	Effective Date	08/01/2008
Section	Pennsylvania Legal Mandates	Last Revised	09/29/2025
Issuing Authority	Andrew Parsons, Chief of Police	Significance Level	Reference
Operations Policy	4.1.6	Distribution	All Personnel
Accreditation Standard	4.11.1, 4.11.2	Pages	4
Related Documents	Pennsylvania Right-to-Know Law (Act 3 of 2008) Act 22 of 2017 (specifically, Chapter 67A - Police Recordings)		
Related Forms	Pennsylvania Office of Open Records Standard Right-to-Know Request Form Law Enforcement Recording Request Form – Act 22 of 2017		
Amends and Supersedes	All previous special orders, policies and procedures relative to subject.		

I. PURPOSE

The purpose of this policy is to provide guidance for requesting and processing requests for records and recordings.

II. POLICY

It is the policy of the Department to provide public records per the Pennsylvania Right-to-Know Law (Act 3 of 2008) and police recordings per Act 22 of 2017 (specifically, Chapter 67A - Police Recordings). This policy shall be posted in the lobby and on the Department website.

III. PROCEDURE

- A. The Chief of Police (PoliceChief@upperallenpolice.com) is the designated open records officer for the Department.
- B. The Pennsylvania Office of Open Records (openrecords@pa.gov) can be contacted by visiting <https://www.openrecords.pa.gov>.
- C. Investigative records are protected under the Criminal History Record Information Act (CHRIA) and exempted from the Pennsylvania Right-to-Know Law. These reports are only available to the public via court order or subpoena.

D. Requests for Public Records

1. Requests for public records must follow the Right-to-Know Law (Act 3 of 2008).
2. Requests must be made on the Pennsylvania Office of Open Records Standard Right-to-Know Request Form. This form is available in the Department lobby, on the Department website, and at:
<https://www.openrecords.pa.gov/Documents/RTKL/RTKRequestForm.pdf>.
3. Requests must be submitted to the Chief of Police:
 - a. In-person during business hours, or
 - b. Via US Mail, or
 - c. Via email to PoliceChief@upperallenpolice.com
4. Contact information and business hours are posted on the Department website: <https://upperallenpolice.com>.
5. Anonymous requests will not be honored.
6. There shall be no limitation on the number of public records which may be requested or made available for inspection or duplication.
7. There shall be no requirement to disclose the purpose or motive in requesting access to records which are considered public.
8. Under the Right-to-Know Law there are exemptions to public records listed in § 708.
9. Fees associated with a records request are regulated by § 1307.
10. To file an appeal with the Office of Open Records visit:
<https://www.openrecords.pa.gov/Appeals/HowToFile.cfm>.

E. Requests for Police Recordings

1. The Pennsylvania Right-to-Know Law (Act 3 of 2008) does not apply to requests for police recordings, nor do they fall under the jurisdiction of the Pennsylvania Office of Open Records.

2. Act 22 of 2017 (specifically, Chapter 67A of the Act) established a new process for requesting audio and video recordings in the possession of law enforcement agencies in Pennsylvania. See <https://www.openrecords.pa.gov/RTKL/PoliceRecordings.cfm>.
3. Requests must use the Law Enforcement Recording Request Form. This form is available in the Department lobby, on the Department website, and at: https://www.openrecords.pa.gov/Documents/RTKL/Act22_RequestForm.pdf.
4. As indicated on the form, all requests must include the following information:
 - a. The date, time, and location of the recorded event.
 - b. The requestor must state their relationship to the recorded event.
 - c. If the event occurred inside a residence, the requestor must identify every person present at the time of the recording unless unknown and not reasonably ascertainable.
5. Requests must be submitted to the Chief of Police within sixty (60) days of the date the recording was made:
 - a. In-person during business hours, or
 - b. Via certified US Mail
6. Requests received via email or fax will not be accepted.
7. Anonymous requests will not be honored.
8. The request is not officially received until it is personally delivered to the Department, or when it is marked as "delivered" by certified mail.
9. The Department shall respond to the request within 30 days of receipt of the request, unless an extension is agreed upon by the department and the requestor.
10. The Department may charge a reasonable fee associated with providing a copy of the recording. See the Upper Allen Township website for the current fee schedule: <https://uatwp.org>.

11. The request may be denied when the requested recording contains:
 - a. Potential evidence in a criminal matter, or
 - b. Information pertaining to an investigation or a matter in which a criminal charge has been filed, or
 - c. Confidential information or victim information, and
 - d. Reasonable redaction of the recording would not safeguard potential evidence.

12. If a request is denied, you may appeal within 30 days of the date of denial to the Court of Common Pleas. See also, <https://www.openrecords.pa.gov/RTKL/PoliceRecordings.cfm>.