

**RIGHT TO KNOW REQUEST FORM:**

The Open Records Officer for the District Attorney's Office is Aaron Poole.

All records must be submitted in writing on the Right to Know Request form listed below:

<https://www.dced.state.pa.us/public/oor/Form-UniformRequest.pdf>

**Requests must be directed to:**

Aaron Poole

450 East Market Street

Kittanning, PA 16201

The request will be processed in accordance with the Right to Know Act. If the record requested is not a "public record," or is not subject to disclosure for any other reason, the requestor will be notified in accordance within the Right to Know Act.

If, after review, it is determined that a record requested will be provided, then the requestor will be charged a copying fee of \$.25 per page.