**Pennsylvania’s State System of Higher Education
Office of the Chancellor
Guidance

Right to Know Law**

**March 15, 2020**

The OOC and the University Continuity of Operations Plan (COOP) plans should address the RTKL. The [PA Office of Open Records issued guidance](https://openrecordspennsylvania.com/2020/03/12/the-rtkl-and-covid-19/) as it relates to the RTKL and response expectations for agencies during this time.

The OOR’s guidance references an agency’s COOP and suggests that RTKL requests and responses should be part of that plan. As such, our office is recommending that you notify the person(s) responsible for your COOP plan and insert the following language as part of the COOP:

Right-to-Know Requests

*If this plan is implemented, responses to requests pursuant to the Right-to-Know Law will be addressed as promptly as possible upon the abatement of the emergency and/or de-implementation of this plan.*

However, please remember the following:

1. Until your University implements its COOP, you will need to treat all RTKL requests as you normally would.
2. You will still need to log requests as they are received, and to the best of your ability, and you should respond to requests, if possible.
3. If the COOP is implemented, you should have an automatic response on the email account for RTKL requests indicating that under the University’s COOP, Right-to-Know Law requests will be addressed as promptly as possible.