


Commonwealth of Pennsylvania 	Chapter 1	Date Revised: 01/01/2025
Pennsylvania Parole Board	Procedure 01.04.01	Date of Issue: 02/01/2024
Chapter Title General		Effective Date: 02/01/2024
Subject Right to Know Law / Release of Information		PUBLIC

I. Authority

This procedure is issued by the Chairperson, pursuant to 61 Pa.C.S. § 6112.

II. Purpose

The purpose of this procedure is to guide staff in responding to requests for records in the Board’s custody or possession.

III. Applicability

This procedure is applicable to all Parole Board employees.

IV. Policy

It is the policy of the Board to ensure that staff responds to requests for information in accordance with the Pennsylvania Right to Know Law. *See* 65 P.S. § 67.101, *et al.*

V. Procedure

A. General Rules

1. Right to Know Law (RTKL), 65 P.S. § 67.101- § 67.3104, requests shall be forwarded to the Agency Open Records Officer (AORO) upon receipt. The AORO will respond and answer according to the Right to Know Law. The AORO is designated by the Chairperson.
2. Records stored at the State Records Center shall be deemed to be in the Board’s custody and possession.
3. The Board’s public records are:
 - a) Final Board decisions after offender has received a copy.
 - b) Board procedures designated as public.
 - c) Blank forms (with watermark “Do Not Duplicate” or “Copy”).
 - d) Publications created by the Board which contain the Board’s copyright moniker.
 - e) Board Meeting Minutes.
 - f) Board Resolutions.
4. Records and Administration Office responds to parole-related inquiries from inmates including, but not limited to, parole applications and parole support letters.

B. Requests for Documentation

1. Written requests for documentation which are not made under the Pennsylvania Right-To-Know Law and not available on the Parole Board Website should be directed to the Agency’s Contact Us feature of its website or to the following address:

Pennsylvania Parole Board
Communications Office
1101 South Front Street, Suite 5100
Harrisburg, PA 17104
Email: RA-PMPBPPWebcontact@pa.gov

- VI. Suspension during an emergency
This procedure may be suspended during an emergency at the sole discretion of the Parole Board Chairman.
- VII. Rights under this procedure
This procedure creates no right under the law.
- VIII. Release of information and distribution of procedure
 - A. This procedure does not contain information that impacts the security of Parole Board staff or parolees and may therefore be released to the public.
 - B. This procedure is to be distributed to all Parole Board staff.