



Agency Open Records Officer (AORO) Registration

AORO Contact Information:

Agency: _____

AORO Name: _____

Agency Street Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Agencies may use a dedicated email address for requests, i.e. RTKLrequests@sampleagency.gov

Agency Phone: _____

Agency Fax: _____

Agency Website: _____

Agency Posting Requirements

Section 504(b) of the [Right-to-Know Law](#) (RTKL) requires every state and local agency to post the following information at the agency office and on the agency's website, if the agency maintains a website:

- Contact information for the agency's AORO.
- Contact information for the [Office of Open Records](#) or other applicable appeals officer.
- A form which may be used to file a request. (This can be the OOR's [Standard RTKL Request Form](#).)
- Agency regulations, policies and procedures related to the RTKL, if any.

Please select one of the following:

- ☐ The agency posted all information required by Section 504(b) of the RTKL at the agency office and on the agency's website.
- ☐ The agency posted all information required by Section 504(b) of the RTKL at the agency office and the agency does not maintain a website.

AORO Signature

Date