



Right-to-Know Request Form

City of Harrisburg
10 North 2nd Street
Harrisburg, PA 17101

Complete this form thoroughly and retain a copy; it is required should an appeal be necessary. You have 15 business days to appeal after a request is denied or deemed denied.

Date of Request

11/01/2025

PERSON MAKING REQUEST

Name

[REDACTED]

Email*

contact@sowyourdata.com

Company (if applicable)

Mailing Address

[REDACTED]

City

Harrisburg

State

PA

Zip

17110

Telephone

999-999-9999

Fax

999-999-9999

RECORDS REQUESTED*

Pursuant to the Pennsylvania Right-to-Know Law, 65 P.S. §§ 67.101 et seq., please provide copies of the following records for the City of Harrisburg and the Harrisburg Bureau of Police for the period January 1, 2022 — present (or from the date you deem appropriate):

All procurement records, purchase orders, invoices, contracts, agreements, grant applications and grant award documents, and purchase card (P-Card) transactions related to the purchase, lease, or receipt of license plate reader (LPR) hardware, software, cloud services, or related maintenance/support. (Include vendor name(s), model/serial numbers, unit cost, total cost, PO/contract numbers, and award dates.)

Any Requests for Proposals (RFPs), Invitations to Bid (IFBs), proposals or bids submitted in response, evaluation scoring sheets, and contract award notices related to LPR systems.

Policies, standard operating procedures (SOPs), memoranda, or guidelines governing the use, retention, access, disclosure, and destruction of data collected by LPRs, including any policies on automated matching, retention periods, deletion schedules, and auditing.

All interagency or third-party agreements, memoranda of understanding (MOUs), data-sharing agreements, or purchase/lease agreements that permit sharing LPR data with other law enforcement agencies, private companies, analytics vendors, or third parties (including any written or electronic data access logs).

A map, spreadsheet, or list of current and past LPR locations within City limits (including pole/fixture locations, intersection names, GPS coordinates if available), plus dates each unit was installed/activated and any units removed or relocated.

Records of any surveillance or privacy impact assessments, legal reviews, or internal communications (emails, memos) regarding civil liberties/privacy concerns related to LPR deployment.

Training materials provided to officers or staff regarding LPR operation, data access, or use in investigations.

Records of maintenance, firmware/software updates, warranties, and support tickets for LPR hardware/software.

Records reflecting which vendor(s) supplied the LPR hardware or software (including manufacturer, reseller, or integrator), and any reseller/partner quotes.

Any records of metrics, reports, or analytics generated from LPR data (for example, weekly/monthly logs, hit reports, or operational summaries).

If any of the requested records are withheld in whole or in part, please state the statutory basis for the denial and provide any segregable nonexempt portions. If there are fees for copying or production, please notify me in advance of filling the request if the fees will exceed \$25.

DO YOU WANT COPIES?*

- electronic copies preferred if available
- printed copies preferred
- in-person inspection of records preferred (may request copies later)

Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. Use additional sheets if necessary. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law.

RTKL requests may require payment or prepayment of fees. See the [Official RTKL Fee Schedule](#) for more details.

NOTE: In most cases, a completed RTKL request form is a public record. More information about the RTKL is available at <https://www.openrecords.pa.gov>

The request may be submitted in person, via e-mail, or by regular mail to:

Office of the City Solicitor

The City of Harrisburg

Rev. Dr. Martin Luther King Jr. City Government Center

10 North Second Street, Suite 402

Harrisburg, PA 17101

Janice Hendler, Right-To-Know Officer & Certified Paralegal

Pamela Lastimosa-Schwartz, Right-To-Know Officer & Sr. Legal Assistant

Email: righttoknow@harrisburgpa.gov

Phone: 717.255.3065