PA Compact Commission

#6 – Policy on Records Requests

ADOPTED: October 14, 2026

LAST REVIEWED:

AMENDMENT HISTORY (LIST WHEN AMENDED AND CITE SECTION NUMBER):

I. Purpose

The PA Compact Commission (Commission) is a joint government agency and national administrative body made up of the Compact States acting jointly and not an instrumentality of any one State. It is not subject to the federal Freedom of Information Act or to any public records law of a particular state. The purpose of this policy is to establish a procedure for receiving and responding to requests for records held by the Commission. This policy enables the Commission to answer requests in a consistent and timely manner. Nothing herein will automatically subject the Commission to records requests.

II. Procedure

a. All requests for records shall be submitted in writing to the executive director. The written request shall include the name and contact information of the requestor, as well as a detailed description of the records sought with sufficient clarity to enable the identification, retrieval and reviewing of the records.

b. When the requestor seeks information publicly available on the PA Compact website, the executive director shall refer the requestor first to the website where the information is located.

c. When the requestor seeks member state information, the executive director shall refer the requestor to the appropriate member state. Member states shall follow their own public records laws and rules.

d. For requests involving information not available on the PA Compact website and not referable to a member state, the executive director shall coordinate a response with the Commission Chair, and if necessary, the Commission's legal counsel.

e. The executive director should timely evaluate each request for an estimated length of time required to retrieve, review, and respond.

f. For requests determined to require an extensive amount of time, money or resources to fulfill, the executive director may bring the request to the PA Compact executive committee for consultation. Such requests may also be subject to a fee covering the cost of time and resources used responding to the

request.

g. The preferred method of providing information to requestors shall be via e-mail, including attachments if needed. Information may also be provided via a file transfer service approved by the PA Compact executive committee.