

**CHAPTER 110. DOCUMENTARY FILINGS AND
REPRODUCTION OF RECORDS**

Subch.	Sec.
A. DOCUMENTARY FILINGS	110.1
B. REPRODUCTION OF RECORDS	110.21

Source

The provisions of this Chapter 110 adopted December 19, 1980, effective December 20, 1980, 10 Pa.B. 4721, unless otherwise noted.

Subchapter A. DOCUMENTARY FILINGS

Sec.	
110.1.	Praecipe of appearance.
110.2.	Exhibits.
110.3.	Briefs.
110.4.	Transcripts.
110.5.	Form of documents.

§ 110.1. Praecipe of appearance.

(a) Legal representatives for appointing authorities or appellants in appeals or hearings held under the act shall file a Notice of Appearance with the Commission, prior to the time of the hearing, if possible.

(b) Subsection (a) supplements 1 Pa. Code § 31.24 (a) and (b) (relating to notice of appearance).

Source

The provisions of this § 110.1 adopted December 19, 1980, effective December 20, 1980, 10 Pa.B. 4721; amended March 29, 1985, effective March 30, 1985, 15 Pa.B. 1151. Immediately preceding text appears at serial page (86321).

§ 110.2. Exhibits.

- (a) Parties presenting exhibits shall bring six copies to the hearing.
- (b) Subsection (a) supersedes 1 Pa. Code § 33.15 (relating to number of copies).

Source

The provisions of this § 110.2 adopted December 19, 1980, effective December 20, 1980, 10 Pa.B. 4721; amended November 15, 1991, effective November 16, 1991, 21 Pa.B. 5334. Immediately preceding text appears at serial page (96811).

§ 110.3. Briefs.

- (a) The parties will be notified of the procedure and schedule for the submission of briefs. Parties submitting briefs shall submit the original and five copies

to the Commission's Appeals Office. Briefs filed outside of the time period or sequence specified will be considered only at the discretion of the Commission.

(b) This section supplements as to acceptance and filing and supersedes as to number of copies 1 Pa. Code § 35.193 (relating to filing and service of briefs).

Source

The provisions of this § 110.3 adopted December 19, 1980, effective December 20, 1980, 10 Pa.B. 4721; amended November 15, 1991, effective November 16, 1991, 21 Pa.B. 5334. Immediately preceding text appears at serial pages (96811) to (96812).

§ 110.4. Transcripts.

(a) Parties shall make arrangements to purchase copies of the transcript directly with the reporting service. The Commission's copy of transcripts may be reviewed at the Commission offices in Harrisburg, Philadelphia or Pittsburgh. Arrangements for this review service may be made by contacting the Appeals Office of the Commission in Harrisburg.

(b) Subsection (a) supplements 1 Pa. Code § 35.133 (relating to copies of transcripts).

Source

The provisions of this § 110.4 adopted December 19, 1980, effective December 20, 1980, 10 Pa.B. 4721; amended November 15, 1991, effective November 16, 1991, 21 Pa.B. 5334. Immediately preceding text appears at serial page (96812).

§ 110.5. Form of documents.

(a) *Typewritten.* Pleadings, submittals, briefs, or other hearing-related documents filed with the Commission, if not printed, shall be typewritten on letter size paper, 8 1/2 inches wide and 11 inches long, with left hand margin not less than 1 1/2 inches wide and other margins not less than 1 inch. The impression shall be on only one side of the paper unless there are more than four pages and shall be double spaced except that quotations in excess of five lines shall be single spaced and indented not less than four spaces. Mimeographed, multigraphed, hectographed, or planographed copies will be accepted as typewritten, provided all copies are legible.

(b) *Printed.* Printed documents shall not be less than 10-point type on unglazed paper 8 1/2 inches wide and 11 inches long, with inside margin not less than 1 inch wide and with double-leaded text and single-leaded, indented quotations.

(c) *Binding.* Pleadings, submittals, briefs, and other hearing-related documents other than correspondence shall be bound at the left side only.

(d) *Paper color.* Pleadings, submittals, briefs, and other hearing-related documents other than correspondence shall be on white paper.

(e) The provisions of subsections (a)—(d) supersede the provisions of 1 Pa. Code § 33.2 (relating to form).

Source

The provisions of this § 110.5 adopted December 19, 1980, effective December 20, 1980, 10 Pa.B. 4721.

Subchapter B. REPRODUCTION OF RECORDS

Sec.

- 110.21. Scope.
- 110.22. Determination of need.
- 110.23. Method of reproduction and format.
- 110.24. Documents which may be furnished without charge.
- 110.25. Documents which may not be furnished without charge.
- 110.26. Requests for reproductions of records.
- 110.27. Payment for reproductions and postage.
- 110.28. Records retention.

§ 110.21. Scope.

This subchapter pertains to the reproduction of papers, records, and furnishing such documents to requesting parties. It excludes blank forms, publications, and other documents furnished by the Commission in the normal course of business.

Source

The provisions of this § 110.21 adopted March 29, 1985, effective March 30, 1985, 15 Pa.B. 1151.

§ 110.22. Determination of need.

The Director shall identify the types of papers, records, and the quantity thereof which may be reproduced and made available for public use.

Source

The provisions of this § 110.22 adopted March 29, 1985, effective March 30, 1985, 15 Pa.B. 1151.

§ 110.23. Method of reproduction and format.

(a) *Reproduction.* The method of reproduction will be determined by the Director.

(b) *Format.* Unless compelling reasons dictate otherwise, reproduced documents shall be in black print on white paper, 8-1/2 inches wide by 11 or 13 inches long.

Source

The provisions of this § 110.23 adopted March 29, 1985, effective March 30, 1985, 15 Pa.B. 1151.

§ 110.24. Documents which may be furnished without charge.

(a) Reproductions of applications and attendant papers and records of employees or candidates, excluding test material, may be furnished to appointing authorities to which the names of the employees or eligibles are furnished for classified service personnel actions.

(b) Reproductions of required papers and records may be furnished to court or law enforcement personnel in the conduct of official business. Test materials will be furnished only by Commission or court order.

Source

The provisions of this § 110.24 adopted March 29, 1985, effective March 30, 1985, 15 Pa.B. 1151; amended March 12, 2004, effective March 13, 2004, 34 Pa.B. 1442. Immediately preceding text appears at serial page (257152).

Cross References

This section cited in 4 Pa. Code § 110.25 (relating to documents which may not be furnished without charge).

§ 110.25. Documents which may not be furnished without charge.

Reproductions of records not included in § 110.24 (relating to documents which may be furnished without charge) may be furnished to a requestor upon payment to the Commission of an amount equal to the prevailing cost of reproduction, as determined by the Director. Test material will not be furnished.

Source

The provisions of this § 110.25 adopted March 29, 1985, effective March 30, 1985, 15 Pa.B. 1151; amended March 12, 2004, effective March 13, 2004, 34 Pa.B. 1442. Immediately preceding text appears at serial page (257152).

Cross References

This section cited in 4 Pa. Code § 110.27 (relating to payment for reproductions and postage).

§ 110.26. Requests for reproductions of records.

Requests for reproductions of records under this chapter shall be in writing, and submitted to the Director. Each shall contain the business telephone number of the requestor, and shall provide sufficient detail to permit ease in retrieval. The Director reserves the right to disapprove any request or part thereof.

Source

The provisions of this § 110.26 adopted March 29, 1985, effective March 30, 1985, 15 Pa.B. 1151.

§ 110.27. Payment for reproductions and postage.

Payment for reproductions furnished under § 110.25 (relating to documents which may not be furnished without charge) shall be by check or money order. Cash or any other object of value shall not be accepted. For reproductions mailed

to requestors, postage costs will be added to the cost of reproduction. The method of transmittal shall be determined by the Director.

Source

The provisions of this § 110.27 adopted March 29, 1985, effective March 30, 1985, 15 Pa.B. 1151.

§ 110.28. Records retention.

The Director will prepare and maintain a comprehensive records retention schedule. This schedule will identify those records required for retention by the act and satisfy the act regarding open access under reasonable conditions.

- (1) Minutes of Commission meetings shall be permanent.
- (2) Records may be kept either electronically or mechanically.

Source

The provisions of this § 110.28 adopted March 29, 1985, effective March 30, 1985, 15 Pa.B. 1151; amended November 15, 1991, effective November 16, 1991, 21 Pa.B. 5334; amended March 12, 2004, effective March 13, 2004, 34 Pa.B. 1442. Immediately preceding text appears at serial page (257153).

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