

Venango County, PA
212 Fox Street, Franklin, PA 16323 (814) 432-4717
RIGHT-TO-KNOW REQUEST FORM

Please read carefully. Complete this form thoroughly and retain a copy of both pages; this copy may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied. More information about the RTKL is available at https://www.openrecords.pa.gov. In most cases, a completed RTKL request form is a public record.

Date of Request:		Submitted via:	□Email	□U.S. Mail □Fax □In Person
PERSON MAKING REC	UEST:			
Name:	Company (if applicable):			
Mailing Address:				
City:	State:	Zip:	Email:_	
Telephone:		Fax:		
How do you prefer to	be contacted if ther	e are any questions?	□Teleph	one □Email □U.S. Mail
resident of the United the dismissal of any a RECORDS REQUESTED matter, time frame, a	States. I understand ppeal filed with the Concise the clear and concise the type of record or payed to the constant of the con	I that failure to check Office of Open Record se. Provide as much sp party names. Use ada s are not required to	this box m s. pecific deta litional she	is true and correct, and that I am a legal may result in the denial of my request and ail as possible, ideally including subject eets if necessary. RTKL requests should my the records are sought or the intended
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DO YOU WANT COPIES?	☐Yes, electronic copies preferred if available ☐Yes, printed copies preferred			
		of records preferred (may request copies later)		
Do you want certified copies	? □Yes (may be subject to a	dditional costs) □No		
RTKL requests may require p	ayment or prepayment of fe	es. See fee schedule for more details.		
Please notify me if fees asso	ciated with this request will b	e more than \square \$100 (or) \square \$		
	ITEMS BELOW THIS LINE	FOR BOROUGH USE ONLY		
Right-to-Know Officer:				
		ature)		
Date Received:	Response Due (5 bus. Days):			
30-Day Ext? ☐Yes ☐No (If yes, Final Due Date):) Actual Response Date:				
Request was: □Granted □	Partially Granted & Denied	☐ Denied Cost to Requester:\$		
☐ Appropriate third parties	notified and given an opportu	inity to object to the release of requested records.		