

DO YOU WANT COPIES?

- Yes, electronic copies preferred if available
- Yes, printed copies preferred
- No, in-person inspection of records preferred (may request copies later)

Do you want certified copies? Yes (may be subject to additional costs) No

RTKL requests may require payment or prepayment of fees. See fee schedule for more details.

Please notify me if fees associated with this request will be more than \$100 (or) \$_____.

ITEMS BELOW THIS LINE FOR BOROUGH USE ONLY

Right-to-Know Officer: _____
(Signature)

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 opportunity to object to the release of requested records.