



**STANDARD RIGHT-TO-KNOW REQUEST FORM**

**DATE REQUESTED:** \_\_\_\_\_

**NAME OF REQUESTOR:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP/COUNTY (Required):** \_\_\_\_\_

**TELEPHONE (Optional):** \_\_\_\_\_

**EMAIL (Optional):** \_\_\_\_\_

**RECORDS REQUESTED:**

*\*Provide as much specific detail as possible so the Borough can identify the information.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DO YOU WANT COPIES?** YES    or NO

**DO YOU WANT TO INSPECT THE RECORDS?** YES    or NO

**DO YOU WANT CERTIFIED COPIES OF RECORDS?** YES    or NO

Request submitted by:    \_\_\_\_\_ Email    \_\_\_\_\_ US Mail    \_\_\_\_\_ FAX    \_\_\_\_\_ In-Person

**RIGHT TO KNOW OFFICER:** Thomas J. Fontaine, II

**DATE RECEIVED BY THE AGENCY:**

**AGENCY FIVE (5)-DAY RESPONSE DUE:**

*\*\*Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law and no limit has been placed on the number of records requested or made available for inspection or duplication. (Section 703.)*