



STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: _____

REQUEST FORM SUBMITTED BY (Circle): E-MAIL U.S. MAIL FAX IN-PERSON

NAME OF REQUESTER (Required): _____

REQUESTER'S STREET ADDRESS (Required): _____

CITY/STATE/COUNTY (Required): _____

TELEPHONE (Optional): _____

RECORDS REQUESTED:

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

DO YOU WANT COPIES? YES or NO IF YES, VIA? E-MAIL U.S. MAIL FAX IN-PERSON

E-Mail Address: _____ **Fax #:** _____

DO YOU WANT TO INSPECT THE RECORDS IN OUR OFFICE? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO (cost is \$10.00 per record)

For Township Use Only

Request # _____

RIGHT TO KNOW OFFICER: Michael D. Rimer

DATE RECEIVED BY THE AGENCY: _____

AGENCY FIVE (5)-DAY RESPONSE DUE: _____

AGENCY RESPONSE and DATE: _____

COSTS: First 10 copies FREE, then .25¢ per page or .50¢ per faxed page \$ _____
(additional pages X .25¢ = total)

- NOTES: 1) copies of non-standard sized records will be charged actual cost
2) other costs may be incurred as applicable by Act 3

If the requester wishes to pursue the relief and remedies provided for in this Act for a records request denial, 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. (Section 703.)