



RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: _____

REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX IN-PERSON

NAME OF REQUESTOR : _____

STREET ADDRESS: _____

CITY/STATE/COUNTY: _____

TELEPHONE: *(optional)* _____

RECORDS REQUESTED:

Please provide as much specific detail as possible to help the Borough to locate the information sought.

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

RIGHT TO KNOW OFFICER: **Jacqui Guenther**

DATE RECEIVED BY TRAPPE BOROUGH: _____

AGENCY FIVE (5)-DAY RESPONSE DUE: _____

*** The Borough may fill anonymous verbal or written requests. However, if the requestor wishes to pursue the relief and remedies provided for by the Right to Know 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. (Section 703.)*