



EAST PENNSBORO TOWNSHIP

Right-To-Know Law Request Form

Please read carefully. Complete this form 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.

Submitted To: East Pennsboro Township – 98 S. Enola Drive, Enola PA 17025 Attn: AORO Dearan A. Quigley
Email electronic submissions to: righttoknow@eastpennsboro.net

Date Request Submitted: _____ Request Submitted By: ☐ E-Mail ☐ US Mail ☐ Fax ☐ In-Person

PERSON MAKING REQUEST:

Full Name: _____

Company (if applicable): _____

Please send response via: ☐ E-Mail ☐ US Mail

If you wish to obtain records that only exist in hard copy, or must be provided on an electronic storage device, you may be required to provide a mailing address to the Township. See Section 703.

Email: _____

Street Mailing Address: _____

City: _____ State: _____ ZIP: _____ Telephone: _____

How do you prefer to be contacted if the agency has questions? ☐ Telephone ☐ Email ☐ U.S. Mail

☐ By checking this box, I affirm that my full name and contact information is true and correct, and that I am a legal resident of the United States. I understand that failure to check this box may result in the denial of my request and the dismissal of any appeal filed with the Office of Open Records.

RECORDS REQUESTED: Provide as much detail as possible, including subject matter, time frame, and type of record sought. RTKL requests must seek records, not ask questions. Use additional pages if necessary.

Form continues on page 2. Retain a copy of **both** pages.

RECORDS REQUESTED (continued):

DO YOU WANT COPIES? ☐ Yes, printed ☐ Yes, electronic ☐ No, in person inspection

Records shall be provided in the medium requested if they exist in that medium; otherwise, they shall be provided in the medium in which they exist. See Section 701. Your request may require payment or prepayment of fees. View the Township Fee Schedule for more details.

I understand that my request may incur fees. Notify me before further processing if fees will be more than ☐ **\$100 (or)**
☐ \$_____.

Do You Want Certified Copies Of Records? ☐ Yes (will be subject to additional fees) ☐ No

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

For Agency Use Only

Date Received: _____

Response Due (5 business days): _____

30-Day Ext.? ☐ Yes (Due Date: _____) ☐ No

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

Retain a copy of both pages.