



EAST PENNSBORO TOWNSHIP

Right-To-Know Request Form

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

Request Submitted To: East Pennsboro Township – 98 S. Enola Drive, Enola PA 17025

Name of Requester: _____

Street Address: _____

City: _____ State: _____ County: _____ ZIP: _____

Telephone: _____ Email (optional): _____

Records Requested: *(Provide as much specific detail as possible so the agency can identify the information & use additional sheets if necessary)*

Do You Want Copies? Yes No

Do You Want To Inspect The Records? Yes No

Do You Want Certified Copies Of Records? Yes No

Do You Want To Be Notified In Advance If The Cost Exceeds \$100? Yes No

****Retain A Copy of This Request, It Is A Required Document To File An Appeal****

For Agency Use Only

Open-Records Officer: A. John Pietropaoli

I have provided notice to appropriate third parties and given them an opportunity to object to this request

Date Received: _____

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. (Section 703.)