



Right to Know Request Form

Borough of Lansdale

Please complete this form thoroughly and retain a copy; it is required should an appeal be necessary. You have 15 business days to appeal after a request is denied or deemed denied.

Date of Request: _____ Submitted Via: Email US Mail Fax In Person

PERSON MAKING REQUEST:

Name: _____ Company (if applicable) _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Telephone: _____ Fax: _____

How do you prefer to be contacted with any potential questions? Telephone Email US Mail

RECORDS REQUESTED: be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame and type of record or party names. Use additional sheets if necessary. RTKL request should seek records, not ask questions. Requestors are not required to explain why the records are sought or the intended use of the records unless otherwise required by law.

DO YOU WANT COPIES? Yes, electronic copies preferred if available
 Yes, printed copies preferred (*costs will apply**)
 No, in-person inspection of records preferred (*may request copies later*)

Do you want certified copies? Yes (*may be subject to additional costs*) No

*RTKL requests may require payment or prepayment of fees. See the official RTKL Fee Schedule for more details.

Please notify my if fees associated with this request will be more than \$100 or \$_____

FOR BOROUGH USE ONLY

Response Due (5 days)

30 Day Extension?

___ Yes ___ No
_____ if yes, due date

Request Was:

___ Granted
___ Partially Granted & Denied
___ Denied

Cost to Requestor: \$_____