Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it is required if an appeal is denied or delayed.

Submitted to Agency Name: West Easton Borough (Municipal Affairs Office)

Date of Request: July 22, 2019

Submitted via: ☑ Email ☐ U.S. Mail ☐ Fax ☐ In Person

Person Making Request:

Name: Kristen Sero

Mailing Address: 

City: Charleroi State: PA Zip: 15622 Email: 

Telephone: 

Fax: 

How do you prefer to be contacted if the agency has questions? ☑ Telephone ☑ Email ☐ U.S. 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 name. Use additional sheets if necessary. RTKL requests may seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law.

Hello, I am requesting to view the ordinance about potbelly pigs and any communication, memo, email, text, letter or other document discussing the trail camera surveillance system in the Glencoe Hill Road area, time frame 2016 to present. Thank you so much.

Do You Want Copies? ☑ Yes, electronic copies preferred if available

☐ Yes, printed copies preferred

☐ No, in-person inspection of records preferred (may request copies later)

RTKL requests may require payment or prepayment of fees. See the fee schedule for more details.

Please notify me if fees associated with this request will be more than ☑ $100 (or) ☐ $ ____________________.

Items below this line for agency use only

Tracking: __________ Date Received: 7-22-19 Response Due (5 bus. days) 7-24-19

30-Day Ext. ☑ Yes ☐ No (If Yes, Final Due Date: __________) 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.

Note: In most cases, a completed RTKL request form is a public record.

Form updated Nov. 27, 2018