

RECORDS

45 Attachment 1

Township of Penn

Exhibit A

PENN TOWNSHIP COMMISSIONERS

TELEPHONE
724-744-2171

2001 MUNICIPAL COURT
POST OFFICE BOX 452
HARRISON CITY, PENNSYLVANIA 15636-0452

FAX
724-744-2172

RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: _____

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

NAME OF REQUESTER: _____

STREET ADDRESS: _____

CITY/STATE/COUNTY (Required): _____

TELEPHONE (Required): _____

RECORDS REQUESTED:

*Provide as much specific detail as possible so the agency can identify the information.

DO YOU WANT COPIES? YES or NO

DO YOU WANT TO INSPECT THE RECORDS PRIOR TO PAYING FOR COPIES? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

RIGHT TO KNOW OFFICER: _____

DATE RECEIVED BY THE AGENCY: _____

AGENCY FIVE-DAY RESPONSE DUE ON: _____

(Not including weekend/holidays)

*The Township of Penn will not fill anonymous verbal or written requests. 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.)