Steelton Borough 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 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 □ U.S. 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 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 names. Use additional sheets if necessary. RTKL requests should 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.

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DO YOU WANT COPIES? □ Yes, electronic copies preferred if available

☐ Yes, printed copies preferred (paper copies cost $.25 per page)

☐ 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.

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: __________________________ Response Due (5 bus. days): __________________________

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.