

RECEIVED

AUG 18 2011

RTK Number: _____



pennsylvania

OFFICE OF OPEN RECORDS

WORCESTER TOWNSHIP, MONTGOMERY COUNTY

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: 8/18/11

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

NAME OF REQUESTOR: WILLIAM HOYLER

REQUESTOR STREET ADDRESS: _____

REQUESTOR CITY/STATE/COUNTY (Required): _____

REQUESTOR TELEPHONE (Optional): _____

REQUESTOR E-MAIL ADDRESS (Optional): _____

RECORDS REQUESTED:

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

Need to know when the basement was finished or permit and what contractor did it. So I NEED DATE & CONTRACTOR NAME

DO YOU WANT COPIES? YES or NO *PLEASE FAX IF NEED TO RECORD TO*

DO YOU WANT TO INSPECT THE RECORDS? YES or NO *I JUST BOUGHT THE*

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO *HOODIE AND NEED FOR MY RECORDS*

RIGHT TO KNOW OFFICER: TOWNSHIP MANAGER OR ASSISTANT MANAGER

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5)-DAY 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.)