RECEIVED

RTK Number: _____-_____

pennsylvania

OFFICE OF OPEN RECORDS

WORCESTER TOWNSHIP, MONTGOMERY COUNTY

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: 11/3/2011

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

NAME OF REQUESTOR: Steve DelloBuono c/o J.R. Betts Inc.

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 see the building Plans ie. Title Bar to help find the originals back in our office. We File by name, not address, having problem locating original set, for 2543 Township Line Road.

DO YOU WANT COPIES? YES or NO

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

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.)*