RTK Number: _____-_____

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pennsylvania

OFFICE OF OPEN RECORDS

**WORCESTER TOWNSHIP, MONTGOMERY COUNTY**

**STANDARD RIGHT-TO-KNOW REQUEST FORM**

**DATE REQUESTED:** 7/2/12

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

NAME OF **REQUESTOR:** Lee Terry

**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.*

LOT plan

**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

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**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.)*