RTK Number: _____-_____

pennsylvania

OFFICE OF OPEN RECORDS

RECEIVED

OCT 25 2012

WORCESTER TOWNSHIP, MONTGOMERY COUNTY

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: 10/25/12

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

NAME OF REQUESTOR: Suzanne Capellini

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.*

Please provide copy of swale approval letter for sand mound at 2863 Crest Terrace. Also please provide copy of my right to know request form dated 8/22(?) & the response received/sent by Worcester Twp.

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.)*