pennsylvania
OFFICE OF OPEN RECORDS

RECEIVED

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: December 3, 2013

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

NAME OF REQUESTOR : John Sacks

STREET ADDRESS _____

CITY/STATE/COUNTY (Require _____

TELEPHONE (Optional):__ _____

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

Please provide all on-lot septic permits for your township. Thank you.

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:

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.)*