RTK Number: _____-_____

pennsylvania

OFFICE OF OPEN RECORDS

WORCESTER TOWNSHIP, MONTGOMERY COUNTY

RECEIVED

AUG 24 2014

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: 8-4-2014

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

NAME OF REQUESTOR: Kathleen D'Amico

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.

I would like to get a copy of the plot plan to determine the distance between the house + the sephic system holding tank

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.)*