



**pennsylvania**  
OFFICE OF OPEN RECORDS

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

RECEIVED

MAR 12 2015

due 3/19

#15-1297

**TO:** Worcester Township

**ATT:** Open Records Officer

**FAX:** (610) 584-8901

**DATE REQUESTED:** March 12, 2015

**REQUEST SUBMITTED BY:** FAX

**NAME OF REQUESTOR:** Barb Catagnus

**STREET ADDRESS:** :

**CITY/STATE/COUNTY (Required):**

**TEL. (Optional):**

**FAX #:**

**EMAIL:**

**RECORDS REQUESTED:**

Please provide a monthly summary of residential building permits for all new construction houses, renovations or additions issued in **February 2015** .

If the municipality does not keep a monthly summary I would like a copy of all residential new construction, renovations or additions permitted.

Copies can be faxed or emailed using the information above.

I can also pick up the information in person if that is preferred.

I realize there may be charges associated with providing this information. Please call me if there are any questions.

I respect your time and appreciate your help

Please let me know if you have any suggestions that will help the municipality process this request more efficiently.

DO YOU WANT THE RESPONSE TO THE RECORDS REQUEST EMAILED? YES

DO YOU WANT TO INSPECT THE RECORDS? NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? NO

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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.)*

**Section 505. Uniform form.**

(a) Commonwealth and local agencies. — The Office of Open Records shall develop a uniform form which shall be accepted by all Commonwealth and local agencies in addition to any form used by the agency to file a request under this act. The uniform form shall be published in the Pennsylvania Bulletin and on the Office of Open Record's Internet website.

*Barb Cast*

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