

RTK Number: \_\_\_\_\_

**RECEIVED**  
FEB 22 2017



**pennsylvania**  
OFFICE OF OPEN RECORDS

**WORCESTER TOWNSHIP, MONTGOMERY COUNTY**  
**STANDARD RIGHT-TO-KNOW REQUEST FORM**

Per State Law: Please allow up to five (5) business days for an agency response.

DATE REQUESTED: 2/22/17

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

YOUR NAME: Jim Mallick

YOUR STREET ADDRESS: \_\_\_\_\_

CITY/STATE/COUNTY (Required): \_\_\_\_\_

TELEPHONE (Optional): \_\_\_\_\_ FAX (Optional): \_\_\_\_\_

E-MAIL ADDRESS (Optional): \_\_\_\_\_

**DESCRIPTION OF RECORDS REQUESTED:**  
\*Provide as much specific detail as possible below so that the agency can identify the records.

*Fee  
attached*

**HOW I WANT THE RECORDS (Charges may apply):**  
 PICK UP  FAX  EMAIL  STANDARD MAIL  DISC  VIEW IN PERSON

**I WANT CERTIFIED COPIES OF THE RECORDS (Additional charges apply):**  
 YES  NO

Mr. Ryan,

Right to Know Officer,

The following is a request for records made pursuant to the Right to Know Law ("RTKL"). Please be advised, the term "record" and "records" as used is defined under the Right to Know Law ("RTKL") as "Information, regardless of physical form or characteristics, that documents a transaction or activity of an agency and that is created, received or retained pursuant to law or in connection with a transaction, business or activity of the agency. The term includes a document, paper, letter, map, book, tape, photograph, film or sound recording, information stored or maintained electronically and a data-processed or image-processed document."

In light of the foregoing, copies of the following records are requested,

1. A certified copy of the audio recordings from the monthly meetings of the Worcester board of Supervisors from January to December of 2016.

I would be more than happy with the electronic audio files. If you will send me a letter of certification I will pay whatever costs are necessary,

Thank you.

Jim Mollick



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[www.avast.com](http://www.avast.com)