



pennsylvania

OFFICE OF OPEN RECORDS

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED:

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

NAME OF REQUESTOR : _____

STREET ADDRESS : _____

CITY/STATE/COUNTY (Required): _____

TELEPHONE (Optional): _____

RECORDS REQUESTED:

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

DO YOU WANT COPIES? YES or NO (\$.25 per page copy charge)

DO YOU WANT TO INSPECT THE RECORDS? YES or NO (see attached policy)

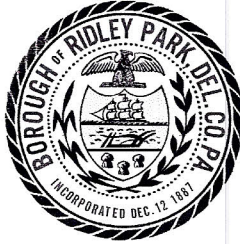
DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

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.)*



**RIDLEY PARK BOROUGH
RIGHT TO KNOW POLICY**

In accordance with the Right to Know Act, all Requests will be acted upon by the Right to Know Officer of the Borough of Ridley Park within five (5) business days of the submission of the Request.

Requests for Copies

The requester will be notified of the number of pages and the amount due and you may pick up the copies during regular business hours.

Requests to Review

The requester may view documents on any Wednesday or Thursday from 4:00 p.m. to 4:30 p.m.

Effective this 5th day of April, 2010.

**Carole L. Nasella
Ridley Park Borough
Right to Know Officer
105 E. Ward Street
Ridley Park, PA 19078
610-532-2100
610-532-2447
manager@ridleyparkborough.org**