

LOWER MILFORD TOWNSHIP

--BOARD OF SUPERVISORS--

Attn: AORO

7607 Chestnut Hill Church Road

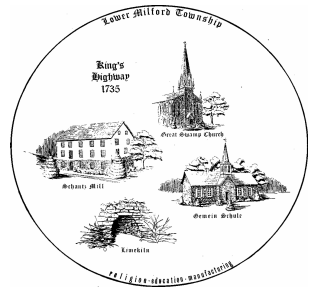
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openrecords@lowermilford.org



Board Members

Donna L. Wright, Chair

Ellen L. Koplin, Vice-Chair

Lowell F. Linde, Supervisor

**Standard Right-to-Know Law Request Form**

Good communication is vital in the RTKL process. Complete this form thoroughly and **retain a copy; it is required should an appeal is necessary.** You have 15 business days after a request is denied or deemed denied.

DATE OF REQUEST (Required): \_\_\_\_\_

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

PERSON MAKING REQUEST/COMPANY (if applicable) (Required): \_\_\_\_\_

MAILING Street Address (Required): \_\_\_\_\_

CITY: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

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

How do you prefer to be contacted if the agency has question? \_\_\_\_\_ TELEPHONE \_\_\_\_\_ EMAIL \_\_\_\_\_ U.S. MAIL

**RECORDS REQUESTED:** *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, property address of requested information, time frame, and type of record or party names. Use additional sheets if necessary. RTKL requests should seek records, not ask questions. Requestors are not required to explain why the records are sought or the intended use of the records unless otherwise required by law.*

DO YOU WANT COPIES? \_\_\_\_\_ Yes, electronic copies preferred, if available  
\_\_\_\_\_ Yes, printed copies preferred  
\_\_\_\_\_ No, in person inspection of records preferred (*may request copies later*)

Do you want certified copies? \_\_\_\_\_ Yes (\$1 extra per) \_\_\_\_\_ No

RTKL requests require payment of the time of retrieval of records.

Do you want to be notified in advance if the cost exceeds \$100? YES \_\_\_\_\_ NO \_\_\_\_\_

**IF COST EXCEEDS \$100, THEN DEPOSIT OF \$50.00 IS REQUIRED WITH REQUEST**

**ITEMS BELOW THIS LINE FOR AGENCY ONLY**

Tracking: \_\_\_\_\_ Date Received: \_\_\_\_\_ Response Due (5 bus. Days): \_\_\_\_\_

30-Day Ext,? \_\_\_ Yes \_\_\_ No (If Yes, Final Due Date: \_\_\_\_\_ ) Actual Response Date: \_\_\_\_\_

Request was: \_\_\_ Granted \_\_\_ Partially Granted & Denied \_\_\_ Denied Cost to Requestor:\$ \_\_\_\_\_

\_\_\_\_\_  
Appropriate third parties notified and given an opportunity to object to the release of requested records.

**NOTE:** in most cases, a completed RTKL request is a public record.

More information about the RTKL is available at <https://www.openrecords.pa.gov>

I have reviewed and/or received documents of the above request on \_\_\_\_\_.

DATE

SIGNATURE