



THE CENTER FOR RURAL PENNSYLVANIA
 OPEN RECORDS OFFICER
 625 FORSTER STREET, ROOM 902
 HARRISBURG, PA 17120
 (717) 787-9555 – TELEPHONE; (717) 772-3587 – FAX
RTK@RURAL.PALEGSLATURE.US – OPEN RECORDS OFFICER

RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: _____

REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX IN-PERSON
 (please circle correct response)

NAME OF REQUESTOR: _____

STREET ADDRESS: _____

CITY/STATE/COUNTY: _____

TELEPHONE: _____ FAX: _____

EMAIL ADDRESS: _____

RECORDS REQUESTED:

**Please provide as much specific detail as possible so the Center for Rural Pennsylvania can identify the information.*

HOW DO YOU WANT TO OBTAIN THE RECORDS YOU'VE REQUESTED?

Please check appropriate response

- 1. Personally inspect records in your office: _____
 (Office hours are Monday through Friday, 8:30 a.m. to 4:30 p.m.)
- 2. Email _____
- 3. U.S. Mail _____
- 4. FAX _____

<p>THE CENTER FOR RURAL PENNSYLVANIA ORO USE ONLY</p> <p>Right to Know Request # _____</p> <p>Date Request Received _____</p> <p>Date 5-Day Period Expires _____</p> <p style="text-align: right;">2011</p>
