
RTK REQUEST

NUMBER DATE RECEIVED

5 DAY RESPONSE DATE



RIGHT TO KNOW LAW REQUEST FORM

NAME OF REQUESTER: _____

(PLEASE PRINT CLEARLY) LAST, FIRST, MI

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE _____

PHONE# _____ FAX# _____

EMAIL ADDRESS: _____

SIGNATURE: _____ DATE: _____

RECORDS REQUESTED - Requesters MUST specify the document(s) sought. Please use additional pages if necessary.

PLEASE CHECK ONE OF THE FOLLOWING:

____ I AM ONLY REQUESTING ACCESS TO THE DOCUMENT(S)

____ I AM REQUESTING A HARD COPY OF THE DOCUMENT(S) CHARGES MAY APPLY

____ I AM REQUESTING AN E-FILE OF THE DOCUMENT(S) (IF AVAILABLE) (PDF, EXCEL SPRDSHT, etc...)

PLEASE NOTE: WHITE HAVEN BOROUGH IS NOT REQUIRED TO CREATE A RECORD WHICH DOES NOT CURRENTLY EXIST OR TO COMPILE, MAINTAIN, FORMAT OR ORGANIZE A RECORD IN A MANNER IN WHICH THE AGENCY DOES NOT CURRENTLY COMPILE, MAINTAIN, FORMAT OR ORGANIZE THE RECORD. RIGHT TO KNOW OFFICE WILL WHEN APPROPRIATE PROVIDE NOTICE TO APPROPRIATE THIRD PARTIES AND GIVE THEM AN OPPORTUNITY TO OBJECT THIS REQUEST.