

OPEN RECORDS OFFICER

Address: 11279 Center Highway North Huntingdon, PA 15642

Phone: 724-863-3806

Fax: 724-863-9568

Email: hfaulk@nhtpa.us



North Huntingdon Township Right-to-Know Request Form

REQUESTER INFORMATION

Date of Request: _____

Name: _____ Company (if applicable): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Telephone: _____ Fax: _____

RECORDS REQUESTED: *Provide as much specific detail as possible so the agency can identify the information (e.g. date ranges, subject matter, people or department, types of records. Please use additional sheets if necessary.)*

DO YOU WANT COPIES? Yes, printed copies (*default if none are checked*)
 Yes, electronic copies preferred if available
 No, in-person inspection of records preferred (*may request copies later*)

Do you want certified copies? Yes (*may be subject to additional costs*) No

RTKL requests may require payment or prepayment of fees. See the [Official RTKL Fee Schedule](#)

Please notify me if fees associated with this request will be more than \$100 (or) \$_____

This form may be submitted in person, by mail, by e-mail, or by facsimile (Attention: Open Records Officer) at the contact information on the top of this form.

Request Submitted via: In Person Mail E-mail Facsimile

ITEMS BELOW THIS LINE FOR INTERNAL USE ONLY

Tracking Number: _____ Date Received: _____

Response Due (5 Business Days): _____ 30-Day Extension? Yes No

Extension Due Date: _____ Actual Response Date: _____

Request was: Granted Partially Granted & Denied Denied Cost to Requester: \$_____

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

****RETAIN A COPY OF THIS REQUEST FOR YOUR RECORDS****

****IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL****