

**OPEN RECORDS OFFICER**

**Address:** 11279 Center Highway North Huntingdon, PA 15642

**Phone:** 724-863-3806

**Fax:** 724-863-9568

**Email:** [jsilka@nhtpa.us](mailto:jsilka@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

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**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\*\***