



pennsylvania

OFFICE OF OPEN RECORDS

EAST STROUDSBURG BOROUGH

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: _____

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

NAME OF REQUESTOR: _____

STREET ADDRESS: _____

CITY/STATE/COUNTY: _____

(Required)

TELEPHONE: _____

EMAIL: _____

RECORDS REQUESTED: *(Please provide as much specific detail as possible so the Borough can identify and provide the information you are requesting.)*

DO YOU WANT PAPER COPIES? YES or NO (Cost is **\$0.25 per page** (letter size) requested)

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

RIGHT TO KNOW OFFICER: Danielle Decker, Assistant to the Borough Manager

DATE RECEIVED BY THE AGENCY: _____ **RECORD #:** _____

AGENCY FIVE (5)-DAY RESPONSE DUE: _____

**The Borough may fill anonymous verbal or written requests. However, if the requestor wishes to pursue the relief and remedies provided for in the Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*