Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it is required should an appeal be necessary. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: _______________________________________________(Attn: AORO)

Date of Request: ____________________________ Submitted via: ☐ Email ☐ U.S. Mail ☐ Fax ☐ In Person

PERSON MAKING REQUEST:

Name: ________________________________ Company (if applicable): ____________________________

Mailing Address: ____________________________________________________________

City: ____________________________ State: ______ Zip: __________ Email: ____________________________

Telephone: ____________________________ Fax: ____________________________

How do you prefer to be contacted if the agency has questions? ☐ Telephone ☐ Email ☐ U.S. Mail

RECORDS REQUESTED: Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. Use additional sheets if necessary. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law.

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DO YOU WANT COPIES? ☐ Yes, electronic copies preferred if available
☐ Yes, printed copies preferred
☐ 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 for more details.

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

Please submit to Open Records Officer Cheryl Gibson, Room 217, Municipal Building|400 South Eighth Street|Lebanon|PA|17042; email openrecords@lebanonpa.org; fax 717-228-4450
In most cases, a completed RTKL request form is a public record. More information about the RTKL is available at [https://www.openrecords.pa.gov](https://www.openrecords.pa.gov)