

BOROUGH OF UNION CITY

13 South Main Street • Union City, Pennsylvania 16438

Phone (814) 438 - 2331 • Fax (814) 438 - 7115

Secretary@UCBorough.us

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.*

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

*NOTE: 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>*

Form updated Nov. 27, 2018

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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) \$_____.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: _____ Date Received: _____

Response Due (5 bus. days): _____

30-Day Ext.? Yes No (If Yes, Final 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.