

PORTAGE BOROUGH
721 Main Street
Portage, PA 15946
814/736-4330
Fax: 814.736-9639
E-mail: pboro@comcast.net

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 (Optional): _____

RECORDS REQUESTED:

**Provide as much specific detail as possible so the agency can identify the information.*

DO YOU WANT COPIES? YES or NO

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

RIGHT TO KNOW OFFICER:

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5)-DAY RESPONSE DUE:

***Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.)*

Revised August 4, 2008

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.)

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Right-To-Know Response Form

Re: Sample Granted Request

Date: _____

Requester: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Dear _____:

Thank you for writing to Portage Borough with your request for information pursuant to the Pennsylvania Right- To-Know law.

On _____, you requested the following documents: _____

Your request is granted and the requested responsive documents are enclosed.

Respectfully,

Robert A. Koban
Borough Manager
Open Records Officer

Revised August 4, 2008

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Re: Sample Granted in Part/Denied in Part

Dear _____:

Thank you for writing to Portage Borough with your request for information pursuant to the Pennsylvania Right-To-Know law.

On _____], you requested the following information:

Your request is granted in part and denied in part as follows. Your documents are enclosed.

However, Portage Borough has withheld information that is exempt from disclosure by law. We redacted the following information as outlined in Section 708(b): _____

This information is exempt from disclosure under _____ ***If precluded from release by other state or federal law, rule or regulation, you must cite to that legal authority.***

You have a right to appeal this denial of information in writing to Terry Mutchler, Executive Director, Office of Open Records, Commonwealth Keystone Building, 400 North Street, 4th Floor, Harrisburg, PA 17120.

If you choose to file an appeal you must do so within 15 business days of the mailing date of the agency's response, as outlined in Section 1101. Please note that a copy of your original Right-to-Know request and this denial letter must be included when filing an appeal. The law also requires that you state the reasons why the record is a public record and address the reasons the Agency denies your request. Visit the Office of Open Records website at <http://openrecords.state.pa.us> for further information on filing an appeal.

Respectfully,

Robert A. Koban
Borough Manager
Open Records Officer

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Right-To-Know Response Form

Re: Sample Denial

Dear _____:

Thank you for writing to Portage Borough with your request for information pursuant to the Pennsylvania Right-To-Know law.

On _____ you requested the following documents:

Your request is denied for the following reasons, as permitted by Section 708 of the Act.

The **Borough of Portage** has denied your request because _____

is exempt from disclosure. ***[Must cite applicable section of the RTK law. If precluded from release by some other state or federal law, rule or regulation, you must cite that legal authority.]***

You have a right to appeal this denial of information in writing to Terry Mutchler, Executive Director, Office of Open Records, Commonwealth Keystone Building, 400 North Street, 4th Floor, Harrisburg, PA 17120.

If you choose to file an appeal you must do so within 15 business days of the mailing date of the agency's response. Section 1101. Please note that a copy of your original Right-to-Know request and this denial letter must be included when filing an appeal. The law also requires that you state the reasons why the record is a public record and address the reasons the Agency denies your request. Visit the Office of Open Records website at <http://openrecords.state.pa.us> for further information on filing an appeal.

Respectfully,

Robert A. Koban
Borough Manager
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