

# EAST BRADFORD TOWNSHIP RIGHT-TO-KNOW REQUEST FORM

Date requested: \_\_\_\_\_

Requested by:  E-mail       U.S. mail       Fax       In-person

Name of requestor: \_\_\_\_\_

Street address: \_\_\_\_\_

City/state/zip/county (required): \_\_\_\_\_

Telephone (optional): \_\_\_\_\_

Email (optional): \_\_\_\_\_

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**Records requested**

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

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you want copies?  Yes       No (refer to fee schedule for cost)

Do you want to inspect the records?  Yes       No

Do you want certified copies of records?  Yes       No

How would you like to receive the records? If you select more than one method, the Open Records Officer will use the cheapest and fastest method. Some records may not be available in all forms (e.g. electronic).       Mail       Pick-up       Email       Fax

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**For office use only:**

Right-to-Know Officer: \_\_\_\_\_

Agency five (5)-day response due on: \_\_\_\_\_

Date fulfilled by the agency: \_\_\_\_\_

Cost of records (if applicable): \_\_\_\_\_

Year request can be discarded (2 years from date of request or appeal determination): \_\_\_\_\_

Describe action (request fulfilled, exempted document(s), request denied):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*\*\*Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for under the Right-to-Know Act, the request must be in writing. Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law.*