Borough of North East

31 West Main Street
North East, PA 16428
Phone: 814-725-8611
Fax: 814-725-4996

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 Borough can identify the information):

Do you want copies? Yes / No

Do you want to inspect the records? Yes / No

Do you want certified copies of records? Yes / No

For Office Use Only:

RIGHT TO KNOW OFFICER: Robin Steff, Assistant Borough Secretary
DATE RECEIVED BY THE BOROUGH: _____
BOROUGH FIVE (5)-DAY RESPONSE DUE: _____
DATE REQUEST FULFILLED: _____
TOTAL COST: _____