



# 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: Will Rogers, Borough Manager

DATE RECEIVED BY THE BOROUGH: \_\_\_\_\_

BOROUGH FIVE (5)-DAY RESPONSE DUE: \_\_\_\_\_

DATE REQUEST FULFILLED: \_\_\_\_\_

TOTAL COST: \_\_\_\_\_