



BOROUGH OF HATBORO

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Hatborogov.org

Norman Hawkes, Mayor

William Tompkins, President

David Rich, Vice President

Robert Hegele, Sr. Pro-Tem

George Forgeng

Theresa McElroy

Thomas Harbaugh, Sr.

Martyn Palmer

STANDARD 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 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).*

*Written requests need not include an explanation why information is sought for the intended use of the information unless otherwise required by law (Section 703).***