

**WEST PENN TOWNSHIP  
OFFICE OF OPEN RECORDS**

27 Municipal Road, New Ringgold, PA 17960

Township Office (570) 386-4507

Fax (570) 386-5851

**RIGHT - TO - KNOW REQUEST FORM**

DATE REQUESTED: \_\_\_\_\_

REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX IN-PERSON

NAME OF REQUESTER: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

MUNICIPALITY/COUNTY/STATE (Required): WEST PENN TWP, SCHUYLKILL, PA

TELEPHONE: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**RECORDS REQUESTED:**

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

DO YOU WANT COPIES @ .25 PER COPY? YES or NO

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

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TEMPORARY RIGHT-TO-KNOW-OFFICER:

Patricia Nothstein

SIGNATURE \_\_\_\_\_

DATE RECEIVED \_\_\_\_\_ FIVE DAY RESPONSE DUE \_\_\_\_\_

SECRETARY SIGNATURE \_\_\_\_\_

RECEIVED BY REQUESTOR \_\_\_\_\_ DATE \_\_\_\_\_