Borough of Economy

Randy Kunkle, Open Records Officer (randy@economyborough.org)
2856 Conway Wallrose Road, Baden, PA 15005-2306
(724) 869-4779 / (724) 869-8111 Fax

RIGHT-TO-KNOW REQUEST FORM   (Print Legibly)

Requester's Name: _____ Date Requested: _____

Requester's Address: _____

City/State/County/ZIP (Required): _____

Requester's Telephone No.: _(____)_____   Email: _____

Requested Records: **Provide a description of the requested record in detail to enable the Borough (Agency) to ascertain which records are being requested and to help identify the requested information.   Please use additional sheets if necessary*:
_____
_____
_____
_____

Do you want copies? □ *YES*   □ *NO*   Do you want to be notified in advance if the cost exceeds $100.00?   □ *YES*   □ *NO*
Do you want certified copies of the records?   □ *YES*   □ *NO*   Do you want to inspect/review the records?   □ *YES*   □ *NO*
Method of delivery of document(s) requested: □ *PICK UP*   □ *U.S. MAIL*   □ *EMAIL*   □ *FAX* (____) _____

□ I certify that I am a legal resident of the United States of America.

_____
Signature of Requester

* RETAIN A COPY OF THIS REQUEST FOR YOUR FILES, A COPY IS REQUIRED TO FILE AN APPEAL *

Procedures for Denied or Partially Denied Record Requests:

If a written request for access to a record is denied/denied in part, the requester has the right to appeal the denial in writing to:

Executive Director, Office of Open Records
Commonwealth Keystone Building, 400 North Street, 4th Floor, Harrisburg, PA 17120

If a written request for access to a record is denied or denied in part because the information is a criminal complaint, the request has the right to appeal the denial in writing to:

District Attorney of Beaver County
810 Third Street, Beaver, PA 15009

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TO BE COMPLETED BY THE OPEN RECORDS OFFICER (or Assistant if necessary)

Date Received: _____   Requester's Name:_____

Record Request No. _____   Record Processed by: _____

Request Submitted By: □ E-MAIL   □ U.S. MAIL   □ FAX   □ IN-PERSON

Response Due Date (5 Business Days): _____/_____/_____

□ I have provided notice to appropriate third parties and given them an opportunity to object to this request.

ACTION TAKEN:

Approved   Date of Approval _____/_____/_____
Date Requester Notified _____/_____/_____
Notification Method: □ E-MAIL
□ U.S. MAIL
□ FAX
□ IN-PERSON

Denied   Date Requester Notified _____/_____/_____
Notification Method: □ U.S. MAIL
□ IN-PERSON

Reason for denial: _____

_____

Denied in Part   `   Date Requester Notified _____/_____/_____
Notification Method: □ U.S. MAIL
□ IN-PERSON

Reason for redaction or partial denial: _____

_____

Extension Required   Estimated Response Date _____/_____/_____
Date Requester Notified _____/_____/_____
Notification Method: □ U.S. MAIL
□ IN-PERSON

Reason for extension: _____

_____

Additional Information: _____

_____

_____