



THE CENTER FOR RURAL PENNSYLVANIA  
 OPEN RECORDS OFFICER  
 625 FORSTER STREET, ROOM 902  
 HARRISBURG, PA 17120  
 (717) 787-9555 – TELEPHONE; (717) 772-3587 – FAX  
[RTK@RURAL.PALEGSLATURE.US](mailto:RTK@RURAL.PALEGSLATURE.US) – OPEN RECORDS OFFICER

RIGHT-TO-KNOW REQUEST FORM

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

REQUEST SUBMITTED BY: E-MAIL      U.S. MAIL      FAX      IN-PERSON  
 (please circle correct response)

NAME OF REQUESTOR: \_\_\_\_\_

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

CITY/STATE/COUNTY: \_\_\_\_\_

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

EMAIL ADDRESS: \_\_\_\_\_

RECORDS REQUESTED:

*\*Please provide as much specific detail as possible so the Center for Rural Pennsylvania can identify the information.*

HOW DO YOU WANT TO OBTAIN THE RECORDS YOU'VE REQUESTED?

Please check appropriate response

- 1. Personally inspect records in your office: \_\_\_\_\_  
 (Office hours are Monday through Friday, 8:30 a.m. to 4:30 p.m.)
- 2. Email \_\_\_\_\_
- 3. U.S. Mail \_\_\_\_\_
- 4. FAX \_\_\_\_\_

<p>THE CENTER FOR RURAL PENNSYLVANIA          ORO USE ONLY</p> <p>Right to Know Request # _____</p> <p>Date Request Received _____</p> <p>Date 5-Day Period Expires _____</p> <p style="text-align: right;"><b>2023</b></p>
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