



RTKL 2024-090
Received
6.18.24

Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it is required should an appeal be necessary. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: DCED/Governor's Center for Local Government Services (Attn: AORO)

Date of Request: 6/18/24 Submitted via: Email U.S. Mail Fax In Person

PERSON MAKING REQUEST:

Name: [REDACTED] Company (if applicable): _____

Mailing Address: [REDACTED]

City: Jenkintown State: PA Zip: 19046 Email: [REDACTED]

Telephone: [REDACTED] Fax: _____

How do you prefer to be contacted if the agency has questions? Telephone Email U.S. Mail

RECORDS REQUESTED: *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. Use additional sheets if necessary. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law.*

Any and all documents, notes, memoranda, emails, and recordings in connection with the Letter of Intent submitted by the Borough of Jenkintown to the GCLGS dated 5/23/24, including all internal GCLGS documents notes, memoranda, emails, and recordings, as well as all documents notes, memoranda, emails, and recordings to or from the Borough of Jenkintown. Provision of electronic copies is sufficient.

DO YOU WANT COPIES? Yes, electronic copies preferred if available

Yes, printed copies preferred

No, in-person inspection of records preferred (*may request copies later*)

Do you want **certified copies**? Yes (*may be subject to additional costs*) No

RTKL requests may require payment or prepayment of fees. See the [Official RTKL Fee Schedule](#) for more details.

Please notify me if fees associated with this request will be more than \$100 (or) \$_____.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: _____ Date Received: _____ Response Due (5 bus. days): _____

30-Day Ext.? Yes No (If Yes, Final Due Date: _____) Actual Response Date: _____

Request was: Granted Partially Granted & Denied Denied Cost to Requester: \$ _____

Appropriate third parties notified and given an opportunity to object to the release of requested records.

NOTE: In most cases, a completed RTKL request form is a public record.

Form updated Nov. 27, 2018

More information about the RTKL is available at <https://www.openrecords.pa.gov>