

**White Township**  
**Indiana County**  
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**950 Indian Springs Road**  
**Indiana, PA 15701-3506**  
**724.463.8585**  
**724.463.0705 (FAX)**

**Board of Supervisors • Planning Commission • Municipal Authority**

## Open Records request form

**Right-to-Know Law request form:** Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied.

**Date of Request:** \_\_\_\_\_

**Submitted via:** In person  U.S. Mail  FAX  Email

**Person making request:** \_\_\_\_\_

**Company or organization, if applicable:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_

**City, State, ZIP code:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**How do you prefer to be contacted if the agency has questions?**

Telephone  FAX  Email

**Requesting open records:** Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. 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. (Use additional pages if necessary for paper request.)

**Records requested:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Distribution instructions:**

- In-person inspection or photography (A fee may apply)
- In-person pickup of hard copy (A fee will apply)
- Hard copy by U.S. Mail (A fee will apply)
- Digital file on compact disk (A fee will apply)
- Digital file on USB flash drive (A fee will apply)
- Digital file sent by email (A fee may apply)
- Link to online digital file sent by email (A fee may apply)

**Do you want certified copies:** YES \_\_\_\_\_ 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:

(A) \$100 \_\_\_\_\_ (B) Another amount: \_\_\_\_\_

**Notice to requester:** In most cases, a completed RTKL request form is a public record. More information about the RTKL is available at <https://www.openrecords.pa.gov>

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**Information for agency use only**

**Tracking:** \_\_\_\_\_ **Date received:** \_\_\_\_\_

**Response due (five business days):** \_\_\_\_\_

**30-day extension?**

YES \_\_\_\_\_ (If so, final due date: \_\_\_\_\_) NO \_\_\_\_\_

**Actual response date:** \_\_\_\_\_

**Request was:** Granted  Granted in part/Denied in part  Denied

**Cost to requester:** \_\_\_\_\_

**Appropriate third parties notified and given an opportunity to object to the release of requested records:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_