

## Standard Right-to-Know Law Request Form Appendix A

Date of Request: \_\_\_\_\_ Submitted via:  Email  U.S. Mail  Fax  In Person

### PERSON MAKING REQUEST:

Name: \_\_\_\_\_ Company (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

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

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- 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

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Requests should be directed to the Open Records Officer at the following address: Pike County Conservation District, Communications Coordinator, 556 Route 402, Hawley, PA 18428, [pikecd@pikepa.org](mailto:pikecd@pikepa.org).

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**\*\* Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)**

## Right to Know Record Request Schedule of Fees Appendix B

Record Type	Fee
<b>Photocopies:</b> A “photocopy” is either a single-sided copy or one side of a double-sided black-and-white copy of a standard 8.5” x 11” page	\$ 0.25 per page
<b>Conversion to Paper</b>	\$ 0.25 per page
<b>Copying not done at District office:</b>	Requesters are prohibited from removing records from the District office. The fee for copying that cannot be done at the District office will be the actual charge to the District for the copying.
<b>Certification of a Record:</b>	\$5.00 per record (not per page). Please note that certification fees do not include notarization fees.
<b>Specialized documents :</b> For example, but not limited to, color copies, non-standard sized documents	Actual Cost
<b>Flash Drive/Other Media:</b>	Actual Cost
<b>Postage Fees:</b>	Fee for first class postage equal to the actual prevailing cost
<b>Inspection of Redacted Records:</b>	<p>If a requester wishes to inspect rather than receive a copy of a record and the record contains both public and non-public information, the District shall redact the non-public information. The District will not charge for the redaction; however, the District will charge for the copies it must make of the redacted material in order for the requester to view the record. The fee structure outlined above will apply. If, after inspecting the records, the requester chooses to obtain the copies, no additional fee will be charged.</p>

**Prepayment:** Prior to granting a request for access in accordance with the Act, the District may require a requester to prepay an estimate of the fees authorized under this section if the fees required to fulfill the request are expected to exceed \$100. Once a request is prepared for release, the District may require payment prior to releasing the records.