



Right-to-Know 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: Bushkill Township Police Department (Attn: Agency Open Records Officer)

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.*

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

Date Received: _____ Response Due (5 business days) _____

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

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

Record Type / Delivery Method	Fee
Black & White Copies (first 1,000) Black & White Copies (beyond 1,000)	Up to \$0.25 per copy. (1) Up to \$0.20 per copy. (1)
Color Copies	Up to \$0.50 per copy. (2)
Specialized Documents (3)	Up to actual cost.
Records Delivered via Email or Other Electronic Method	No additional fee may be imposed. (4)
CD / DVD	Up to actual cost, not to exceed \$1.00 per disc.
Flash Drive	Up to actual cost.
Facsimile	Up to actual cost. (5)
Other Media	Up to actual cost.
Redaction	No additional fee may be imposed. (6)
Conversion to Paper	Up to \$0.25 per page. (7)
Photographing a Record	No additional fee may be imposed. (8)
Postage	Up to actual cost of USPS first-class postage.
Certification	Up to \$10.00 per record. (9)