



Standard 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.

SUBMITTED TO AGENCY NAME: Upper Merion Township (Attn: AORO)

Date of Request: 3/17/2021

Submitted via: ☒ Email ☐ U.S. Mail ☐ Fax ☐ In Person

PERSON MAKING REQUEST:

Name: Collin Winslow

Company (if applicable): _____

Mailing Address: 606 Bismark Way

City: King of Prussia State: PA Zip: 19406

Email: tun34430@temple.edu

Telephone: 267 885 5986

Fax: n/a

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. 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.*

Anthony Hamaday
Township Manager
175 West Valley Forge Rd.
King of Prussia, PA 19406

Dear Anthony Hamaday,

Under the Pennsylvania Right to Know Law, I am requesting the following records:

- Upper Merion Township's 2020-2021 operating budget
- The agenda from Upper Merion Township's most recent board of supervisor's meeting
- The minutes from Upper Merion Township's most recent board of supervisor's meeting

The Pennsylvania Right to Know Law requires offices to respond to requests within five business days.

I also request that, if appropriate, fees be waived as I believe this request is in the public interest. The requested documents will be made available to the general public free of charge and is not for commercial usage. If there are fees and those fees exceed \$5, please contact me before sending the records.

Sincerely,

Collin R. Winslow

DO YOU WANT COPIES? ☒ Yes, printed copies (default if none are checked)

☐ Yes, electronic copies preferred if available

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

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

*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>*

Form updated Feb. 3, 2020



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) ☒ \$5.00.

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.