



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: Coopersburg Borough (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.*

Timothy Paashaus
Borough Manager
5 N Main St.
Coopersburg, PA 18036

Dear Timothy Paashaus,

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

- Coopersburg Borough's 2020-2021 operating budget
- The agenda from Coopersburg Borough's most recent town council meeting
- The minutes from Coopersburg Borough's most recent town council 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*)

*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



pennsylvania
OFFICE OF OPEN RECORDS

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) \$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.