



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: Chalfont Borough Administration Building (Attn: AORO)

Date of Request: March 19, 2021 Submitted via: ☒ Email ☐ U.S. Mail ☐ Fax ☐ In Person

PERSON MAKING REQUEST:

Name: Kiarah Guzman

Company (if applicable): N/A

Mailing Address: 218 Diane Ave

City: Hatboro State: PA Zip: 19040

Email: tuo08826@temple.edu

Telephone: (267) 966-7279

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.*

Dawn Tremmel
Open Record Officer
40 North Main Street
Chalfont, PA 18914

Dear Dawn Tremmel,
Pursuant to the Pennsylvania Right To Know Act, I hereby request the following records:

- A copy of the Chalfont Borough's 2020-2021 operating budget
- The agenda from Chalfont Borough's most recent borough council meeting
- The minutes from Chalfont Borough's most recent borough council meeting

I request that, if appropriate, fees be waived as I believe this request is in the public interest. In the event that fees cannot be waived, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. The requested documents will be made available to the general public free of charge and is not for commercial usage.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 5 business days.

Sincerely,
Kiarah Guzman
(267) 966-7279

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

*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



☐ 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

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

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.