



pennsylvania

OFFICE OF OPEN RECORDS

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: Raccoon Township, Township Secretary-Treasurer Daisy R. Spearing (Attn: AORO)

Date of Request: 03/16/2021 Submitted via: Email U.S. Mail Fax In Person

PERSON MAKING REQUEST:

Name: Marie Shelanski

Company (if applicable): N/A

Mailing Address: 1801 N 10th Street

City: Philadelphia State: PA Zip: 19122

Email: marieashelanski@gmail.com

Telephone: 610-842-8241

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.*

Daisy R. Spearing
724-495-6587
Raccoon Township Secretary-Treasurer
1234 State Route 18
Aliquippa, PA 15001

Under the Pennsylvania Right to Know Law, I am requesting these following records:
- Raccoon Township's 2020-2021 operating budget
- The agenda from Raccoon Township's most recent board of supervisors meeting
- The minutes from Raccoon Township's most recent board of supervisors meeting

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

If fees for these records exceed \$25, please contact me before sending the records. I would like for you to waive any and all fees for these records, because I will not be using them for commercial purposes.

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

RTKL requests may require payment or prepayment of fees. See the [Official RTKL HYPERLINK](https://www.openrecords.pa.gov/RTKL/FeeStructure.cfm)
["https://www.openrecords.pa.gov/RTKL/FeeStructure.cfm"](https://www.openrecords.pa.gov/RTKL/FeeStructure.cfm) HYPERLINK
["https://www.openrecords.pa.gov/RTKL/FeeStructure.cfm"](https://www.openrecords.pa.gov/RTKL/FeeStructure.cfm) HYPERLINK
["https://www.openrecords.pa.gov/RTKL/FeeStructure.cfm"](https://www.openrecords.pa.gov/RTKL/FeeStructure.cfm) *Fee Schedule* for more details.

Please notify me if fees associated with this request will be more than \$100 (or) \$25 .

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.