



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: Elk Township, Tioga Open Records Office (Attn: AORO)

Date of Request: March 15, 2021 Submitted via: Email U.S. Mail Fax In Person

PERSON MAKING REQUEST:

Name: Jack Danz

Company (if applicable): N/A

Mailing Address: 1811 Cecil B. Moore

City: Philadelphia State: PA Zip: 19121 Email: john.danz@temple.edu Telephone: 610-213-2571

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.*

Jennifer L. Cochran
Right-to-Know Officer
118 Main Street
Wellsboro, PA 16901

Dear Jennifer Cochran,

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

- Elk Township's 2020-2021 operating budget
- The agenda from Elk Township's most recent board of supervisor's meeting
- The minutes from Elk 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 \$25, please contact me before sending the records.

Sincerely,

Jack Danz

(610) 213-2571

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 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.

NOTE: In most cases, a completed RTKL request form is a public record.

Form updated Feb. 3, 2020

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