**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**: Windsor Township, York County (Attn: AORO)

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

**PERSON MAKING REQUEST:**

Name: Donna Di Giacomo Company (if applicable): N/A

Mailing Address: P. O. Box 63619

City: Philadelphia State: PA Zip: 19147-3619 Email: tue54708@temple.edu

Telephone: 215-531-4859

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 Gunnet

Right-to-Know Officer

1480 Windsor Road

Red Lion, PA 17356

Dear Jennifer Gunnet,

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

* Windsor Township’s 2020-2021 operating budget
* The agenda from Windsor Township’s most recent Board of Supervisors meeting.
* The minutes from Windsor Township’s most recent Board of Supervisors meeting.

The Pennsylvania Right to Know Law requires your office to respond to records requests within five business days.

I request that any fees be waived in the issuance of the above requested records as I believe this request is in the public interest. These documents will not be for commercial use. If there are fees that exceed $25, please contact me before issuing the requested records.

Sincerely,

Donna Di Giacomo

215-531-4859

**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](https://www.openrecords.pa.gov/Documents/RTKL/FormCertification.pdf)? □ Yes (*may be subject to additional costs*)  **No**

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

**Please notify me if fees associated with this request will be more than □ $100 (or)** $**25.00.**

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**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.