

BOROUGH OF GETTYSBURG
Open Records
Right-To-Know Request Form



Request Submitted By:
E-Mail _____
U.S. Mail _____
Fax _____
In-Person _____

Date Requested: _____

Date Received by the Borough: _____

Name of Requester (Optional): _____

Street Address (Optional): _____

City/State/Zip (Required): _____

Telephone (Optional): () _____ **County (Required):** _____

Records Requested: **Provide as much specific detail as possible so the Borough can identify the information .*

Do you want copies?	<input checked="" type="checkbox"/> YES	NO	Send to OPEN RECORDS OFFICER:	Borough Secretary c/o Sara L. Stull 59 East High Street Gettysburg, PA 17325 (717) 334-1160 ext. 240 (717) 334-7258 (fax) Sstull@GettysburgPA.gov
Do you want to inspect the records?	YES	NO		
Do you want certified copies of records?	YES	NO		

***Public bodies must fill anonymous verbal or written requests. If the requester wishes to pursue the relief and remedies provided for in the Act, the request must be in writing. (Section 702.)*
****Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*

To Whom It May Concern:

Pursuant to the Pennsylvania Right to Know Act, I hereby request the following records:

Contracts, agreements, invoices, and any supporting documentation related to the use of applications named or provided by Truleo.

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

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, as the statute requires.

Sincerely,

Mitchell Kotler