

**Founded 1702
Incorporated 1869**



**Tel: 215-699-4424
Fax: 215-699-3991**

Open Records/Right to Know Request Form

Date Requested: _____

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

Name of Requestor: _____

Street Address: _____

City/State/Zip: _____

Telephone: _____

Records Requested (Provide as much specific detail as possible):

Do you want copies? Yes or No

Do you want to inspect the records? Yes or No

Please note: The Borough charges a copying fee per page as set forth by resolution

For Staff Use Only

Right to Know Officer: _____

Date Received by Borough: _____

Five Business Day Response Due: _____