

Richland Borough
5 Pine Street, P.O. Box 676
Richland, PA 17087
Phone: 717-866-5601; Fax: 717-866-9418
richlandborough@comcast.net

RIGHT TO KNOW REQUEST FORM

Date Requested: _____

Request Submitted By: ___ Email ___ US Mail ___ Fax ___ In Person

Request Submitted to Richland Borough, 5 Pine Street, PO Box 676, Richland, PA 17087-0676

Name of Requester: _____

Street Address: _____

City, State, County, Zip (Required): _____

Telephone (Optional): _____ Email (Optional) _____

Records Requested: _____

Do You Want Copies? ___ Yes ___ No

Do You Want to Inspect the Records? ___ Yes ___ No

Do you Want Certified Copies of Records? ___ Yes ___ No

Do you want to be notified in advance if the cost exceeds \$100? ___ Yes ___ No