



# RIGHT TO KNOW

## PUBLIC RECORD REVIEW/DUPLICATION REQUEST

### I. TO BE COMPLETED BY REQUESTER - Please print legibly.

DATE REQUESTED: \_\_\_\_\_

REQUEST SUBMITTED BY: E-MAIL      U.S. MAIL      FAX      IN-PERSON

NAME OF REQUESTER: \_\_\_\_\_

STREET ADDRESS : \_\_\_\_\_

CITY/STATE/COUNTY (Required): \_\_\_\_\_

EMAIL: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

I request to  review  duplicate (check applicable boxes) of the following records. **Important:** You must identify or describe the records with sufficient specificity to determine which records are being requested. Cost of duplication will be \$.25 per page for a standard 8 1/2 X 11 page. Cost of plans, maps, or drawings to be determined.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DO YOU WANT COPIES?** Circle one:  No  Yes (Cost of duplication will vary depending on size, black/white or color and ability to duplicate in the Township Office).

**DO YOU WANT TO INSPECT THE RECORDS?** Circle one:  No  Yes

**DO YOU WANT CERTIFIED COPIES OF RECORDS?** Circle one:  No  Yes (\$5.00 extra charge)

### II. TO BE COMPLETED BY RIGHT-TO-KNOW OFFICER

**RIGHT-TO KNOW OFFICER:** Valerie A. Salla, Township Secretary  
Office: 412-279-2525 Fax: 412-279-2380 Email: vsalla@colliertwp.net

**TRACKING NUMBER:** \_\_\_\_\_

**DATE RECEIVED BY THE AGENCY:** \_\_\_\_\_

**AGENCY 5 BUSINESS DAY RESPONSE DATE:** \_\_\_\_\_

**ACTION TAKEN:** Copied to: Manager Solicitor Bldg./Codes Planning Police Public Works Sewers

Approved – Date \_\_\_\_\_ Notice Mailed, Emailed, Phoned or Notified in person \_\_\_\_\_ ( initials)

Denied in whole or part – Date \_\_\_\_\_ Notice Mailed or Emailed on Date: \_\_\_\_\_

Additional Review       Records Mailed or Picked Up Date \_\_\_\_\_

Extension Due Date: \_\_\_\_\_

Cost of Duplication \_\_\_\_\_