

Borough of Greencastle, Pennsylvania
Standard Right-To-Know Request Form

Date Requested: _____

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

Name of Requester: _____

Street Address: _____

City/State/County: _____

Phone: _____

Records Requested:

***Provide as much specific detail as possible so the agency can identify the information.**

Do you want copies? Yes or No

Do you want to inspect the records? Yes or No

Do you want certified copies of the records? Yes or No

Request No:

Right to Know Officer: Ericka Faight

Date Received by the Agency:

Agency Five Day Response Due Date:

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