

# ***BOROUGH OF DUNCANSVILLE***

## **REQUESTING INFORMATION UNDER THE RIGHT-TO-KNOW-LAW**

To request records under the RTKL, you may file a request  
with this Agency's Open Records Officer:

**PAULA J. FOX**  
**1146 Third Avenue**  
**P.O. Box 308**  
**Duncansville, PA 16635**  
**Phone: (814) 695-9548 / Fax: (814) 695-4105**  
**E-mail: paula@duncansvillepa.org / Website: duncansvillepa.org**

To challenge this Agency's response, you may file an appeal within 15 business days with:

**ERIK ARNESON, Executive Director**  
**Office of Open Records**  
**333 Market Street, 16<sup>th</sup> Floor,**  
**Harrisburg, PA 17101-2234**  
**Phone: (717) 346-9903 / Fax: (717) 425-5343**  
**E-mail: openrecords@pa.gov / Website: http://openrecords.pa.gov**

When a request is denied as seeking exempt criminal investigative records of a local agency,  
appeals may be filed within 15 business days of the agency's response with:

**BLAIR COUNTY DISTRICT ATTORNEY'S OFFICE**  
**BLAIR COUNTY COURTHOUSE**  
**423 ALLEGHENY STREET**  
**HOLLIDAYSBURG, PA 16648**  
**Phone: (814) 693-3010 / Fax: (814) 695-8210**  
**E-mail: www.blairco.org**



## Standard Right-to-Know Law Request Form

*Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied.*

**SUBMITTED TO AGENCY NAME:** \_\_\_\_\_ (Attn: AORO)

Date of Request: \_\_\_\_\_ Submitted via:  Email  U.S. Mail  Fax  In Person

**PERSON MAKING REQUEST:**

Name: \_\_\_\_\_ Company (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

How do you prefer to be contacted if the agency has questions?  Telephone  Email  U.S. Mail

**RECORDS REQUESTED:** *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law. Use additional pages if necessary.*

- DO YOU WANT COPIES?**  Yes, printed copies (*default if none are checked*)  
 Yes, electronic copies preferred if available  
 No, in-person inspection of records preferred (*may request copies later*)

Do you want certified copies?  Yes (*may be subject to additional costs*)  No

*RTKL requests may require payment or prepayment of fees. See the [Official RTKL Fee Schedule](#) for more details.*

**Please notify me if fees associated with this request will be more than**  \$100 (or)  \$ \_\_\_\_\_.

**ITEMS BELOW THIS LINE FOR AGENCY USE ONLY**

Tracking: \_\_\_\_\_ Date Received: \_\_\_\_\_ Response Due (5 bus. days): \_\_\_\_\_

30-Day Ext.?  Yes  No (If Yes, Final Due Date: \_\_\_\_\_) Actual Response Date: \_\_\_\_\_

Request was:  Granted  Partially Granted & Denied  Denied Cost to Requester: \$ \_\_\_\_\_

Appropriate third parties notified and given an opportunity to object to the release of requested records.

*NOTE: In most cases, a completed RTKL request form is a public record.  
More information about the RTKL is available at <https://www.openrecords.pa.gov>*

Form updated Feb. 3, 2020