

Cleona Borough, Lebanon County, Pennsylvania
Request for Public Information under Pennsylvania Right-to-Know Law

Date Requested: _____

Request Submitted by: Email ___ U.S. Mail ___ Fax ___ In Person _____

Name: _____

Address: _____

Phone Number: (Day) _____

Email Address: _____

Descriptions of Information Requested: _____

Do You Want Copies? Yes or No

Do You Want to Inspect Records? Yes or No

Do You Want Certified Copies of Records? Yes or No

Way(s) I prefer to receive requested information (check as many that apply):

Review it in person (no fee)

Paper copy - 25¢ per page for first 10 pages; 10¢ for each additional page

PC Diskettes/CD's - Actual Cost

Microfilm/Microfiche - Actual Cost

Plotter Copy - Actual Cost

Need Certification of Record - \$1.00 per record, not per page

Police Vehicle Accident Reports - \$15.00 [75 Pa. C.S. § 3751(b)(2)]

* If it is expected that the costs will exceed \$100.00, prepayment of estimated fee is required.

** Fees are established by the Pennsylvania Office of Open Records

Requestor Certification: I hereby certify by my signature below that I am the person named above and that the personal information contained herein is true and correct to the best of my knowledge. I acknowledge that under the Pennsylvania Right-to-Know Law, Cleona Borough may take a reasonable period of time in which to process my request and may charge a reasonable fee for any information provided. In addition, I assume financial responsibility for and will pay for any fees associated with this request.

Signature of Requestor: _____

*(Requestor shall provide satisfactory evidence that Requestor is a legal resident of the United States of America)

* Cleona Borough will not fill anonymous verbal or written requests, except requests related to Borough Council meeting minutes. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702). Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise requested by law. (Section 703).

OFFICIAL BOROUGH USE ONLY

Request Processed by: _____

Date Received: _____ 5-Business Day Response Due: _____

Date Information Provided to Requestor: _____

Amount Due: \$ _____ Amount Received: \$ _____