ERIE COUNTY COMMUNITY COLLEGE OF PENNSYLVANIA
Right-to-Know Law Request Form

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. Use additional pages if necessary.

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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 EC3PA 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.