CITY OF FRANKLIN
RIGHT-TO-KNOW REQUEST FORM

Submit completed request to: tjamieson@franklinpa.gov; or by Fax: 814-437-1119; or mail to: 430-13th Street, Franklin, PA 16323.

Today's Date: _____ Request Submitted By: E-Mail U.S. Mail Facsimile In-Person

Name of Requester (Print): _____Company:_____

Email: _____

Street Address: _____

City/State/Zip (Required): _____

Telephone (Required): _____ 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. Use additional sheets if necessary. 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.

_____

_____

_____

_____

_____

_____

Do you want copies? ☐ Yes ☐ No

Do you want to inspect the records? ☐ Yes ☐ No

Do you want certified copies of records? ☐ Yes ☐ No

RTKL requests may require payment or prepayment of fees. See the Official RTKL Fee Schedule for more details.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

_____

Date Received by the City of Franklin: _____

Agency Five (5) – Business Day Response Due:_____

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