



## Right-to-Know Request Form

Franklin County, Pennsylvania

Borough of Greencastle  
60 N. Washington Street  
Greencastle, PA 17225  
717-597-7143/FAX: 717-597-1022  
www.greencastlepa.gov

Date: [Click here to enter text.](#)

Request submitted via:  Email  US Mail  FAX  In Person

Name of applicant: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Phone: [Click here to enter text.](#) Email: [Click here to enter text.](#)

Records Requested (provide as much specific detail as possible so the Borough can identify the information:

[Click here to enter text.](#)

Do you want copies?  Yes  No

- Yes, electronic copies.
- Yes, printed copies.
- No, in person inspection of records preferred (may request copies later).
- Certified copies (may be additional costs).

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File Number: \_\_\_\_\_ Date received: \_\_\_\_\_ Response due (5 business days): \_\_\_\_\_

Request was:  Granted  Partially Granted & Denied  Denied Cost to requester: \_\_\_\_\_

Please notify me if fees associated with this request will be more than \$100.  Yes  No

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

*Public bodies may file 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.)*