

Blair County Intergovernmental Stormwater Committee



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.

AGENCY NAME SUBMITTED TO: _____

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 ISC's Right to Know Law Record Request Schedule of Fees for more details.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Date Received: _____

Response Due (5 bus. days): _____

30-Day Extension? ☐ 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.

***Public bodies may fill 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 requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*

Appendix B

Right to Know Law Record Request Schedule of Fees

The following is a listing of the fees to be imposed for duplication of records by the Blair County Intergovernmental Stormwater Committee.

Copies: Single-sided or one side of double-sided, b/w copy up to 11"x17"	\$0.25 per page (first 1,000 Copies) \$0.20 per page (beyond 1,000 Copies)
Copies: Single-sided or one side of double-sided, colored copy up to 11"x17"	\$0.50 per page
Certification of Record:	\$1.00 per record, not per page. Does not include Notarization
Specialized Documents: For example, but not limited to, blueprints, color copies, non-standard sized documents.	Actual Cost
Records delivered via Email or Other Electronic Method	No Additional Fee
Flash drive	Actual Cost.
Facsimile/Other Media	Actual Cost.
Redaction	No Additional Fee
Conversion to Paper	\$0.25 per page
Photographing a Record	No additional Fee
Postage Fee	Actual Cost of Mailing (USPS First Class Mailing/Certified Mail)
Inspection of Redacted Records	Limited to the charge for the copies that must be made to make the redaction in order for the record to be viewed by the requestor. Fees above will apply. No additional fee if requestor chooses to retain the copies.
Enhanced Electronic Access	None
Statutory Fee	None

Fee Limitations: *Except as otherwise provided by the statute, the law states that no other fees may be imposed unless the agency necessarily incurs costs for complying with the request, and such fees must be reasonable. No fee may be imposed for an agency's review of a record to determine whether the record is a public record, legislative record, or financial record subject to access in accordance with this Act. No fee may be charged for searching for or retrieval of documents. An agency may not charge staff time or salary for complying with the Right to Know Request.*