

Right to Know Law Request Policy

This written policy outlines the proper procedures for requesting records from Avis Borough under Pennsylvania Right to Know Law, 65 P.S. 66.1 - 66.9

Questions regarding this policy should be directed to the Secretary of Borough Council, at 570-753-3388.

1. All requests for records must be in writing and signed by the requester. The requester should identify or describe the records sought with sufficient specificity to enable the borough to ascertain which records are being requested and shall include a name and address to which the borough should address its response.
2. All requests for records shall be addressed as follow:

Avis Borough
Department of Records
PO Box 598
Avis, Pa 17721
Attention: Secretary

3. All requests shall be in writing and shall be sent to the Borough by Mail, or facsimile to (570) 753-5773. The Borough will not accept verbal or email requests for records.
4. Under the right to know law, certain reports are exempted from the definition of a Public Record, therefore, any such request will be denied.
5. If a written request for records is granted, the following fees will be charged to the request:

Copies:

1-10 copies	\$0.25 per copy
11+ copies	\$.75 per copy

Postage: Actual Cost + COD Payable by Certified Check or Money Order Payable to Avis Borough.

Right to Know Law Request

Avis Borough
PO Box 598
Avis, Pa 17721

Requesting Tracking No: _____ Date _____

Name of Requester _____
(Please Print)

Mailing Address _____
(Street/PO Box)

(City) (State) (Zip)

Telephone Number _____ Fax _____

Please identify each of the documents that is subject to this request. You must identify these documents with sufficient specificity so we can ascertain whether we have these documents and how to locate them.

Please check one of the following boxes.

- I am only requesting access to the documents identified above.
- I am only requesting a copy of the documents identified above.
- I am requesting access to the documents identified above **and** a copy of those documents.

If you are requesting a copy of the documents identified above, please check one of the following boxes:

- I want a paper copy of the documents.
- Other (please specify) _____