

BOROUGH OF FAIRFIELD

108 West Main St., P.O. Box 263

Fairfield, Pennsylvania 17320

Telephone: 717-642-5640

Fax: 717-642-5649

RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED _____

REQUEST SUBMITTED BY: EMAIL U.S. MAIL FAX IN PERSON

NAME OF REQUESTOR: _____

STREET ADDRESS: _____

CITY/STATE/ZIP/COUNTY (Required): _____

TELEPHONE (optional): _____

RECORDS REQUESTED: (Provide as much specific detail as possible so the agency can identify the information.)

DO YOU WANT COPIES? YES OR NO

DO YOU WANT TO INSPECT THE RECORDS? YES OR NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES OR NO

If a written request for access to a record is denied or deemed denied, the requester may file an appeal with the Office of Open Records within fifteen (15) business days of the mailing date of the Borough of Fairfield's response or within fifteen (15) business days of a deemed denial. The appeal shall state the grounds upon which the requester asserts that the record is a public record and shall address any grounds stated by the Borough of Fairfield for delaying or denying the request. The Office of Open Records has established an internet website with information relating to the Right-to-Know Law, including information on fees, advisory opinions and decisions, plus the name and address of all Open-Records Officers in the Commonwealth of Pennsylvania.

For information on the Office of Open Records, please go to openrecords.state.pa.us
or contact them at Commonwealth Keystone Building, 400 North Street, 4th Floor, Harrisburg, PA 17120-0225
or via facsimile at 717-425-5343

RIGHT TO KNOW OFFICER: _____

DATE RECEIVED BY THE AGENCY: _____

REQUEST IDENTIFICATION NUMBER: _____

AGENCY FIVE-DAY RESPONSE DUE: _____

RESPONSE PROVIDED _____ VIA _____

Borough Council meets
4th Tuesday each month

Planning Commission meets
2nd Monday each month

Municipal Authority meets
2nd Tuesday each month