# **POSSUM VALLEY MUNICIPAL AUTHORITY**

609 CLEARVIEW RD.

ASPERS, PA 17304

 Phone- (717) 677-8551

 Fax- (717) 677-4703

 possumvalley@embarqmail.com

**STANDARD RIGHT-TO-KNOW REQUEST FORM**

**DATE REQUESTED:**

**REQUEST SUBMITTED BY:** □ E-MAIL □ U.S. MAIL □ FAX □ IN-PERSON

**REQUEST SUBMITTED TO POSSUM VALLEY MUNICIPAL AUTHORITY:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NAME OF REQUESTER**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STREET ADDRESS**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CITY/STATE/COUNTY/ZIP(Required)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TELEPHONE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Optional)**: **EMAIL (optional):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RECORDS REQUESTED**: \**Provide as much specific detail as possible so the Authority can identify the information****.***

***Please use additional sheets if necessary***

**DO YOU WANT COPIES**? □ YES □ NO

**DO YOU WANT CERTIFIED COPIES OF RECORDS**? □ YES □ NO

**DO YOU WANT TO BE NOTIFIED IN ADVANCE IF THE COST EXCEEDS $100?** □ YES □ NO

***FOR PVMA USE ONLY***

**OPEN-RECORDS OFFICER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

□ I have provided notice to appropriate third parties and given them an opportunity to object to this request

**DATE RECEIVED BY THE AGENCY:**

**AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE:**

*\*\*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.)* W*ritten requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*