

# **COURTDALE BOROUGH** **RIGHT TO KNOW/OPEN RECORDS REQUESTS POLICY**

Right to Know (RTK) requests are handled by the Open Records Officer for Courtdale Borough

## **Procedure for Submitting RTK Requests**

Requests may be submitted in person, by mail, or by email; however, it is *recommended that requests be submitted via email* to ensure timely receipt and response.

**E-mail:** Courtdaleborough@gmail.com

**U.S. Mail:** Courtdale Borough  
Right to Know Office  
5 Blackman Street  
Courtdale, PA 18704

Requests **must** be submitted using the standard statewide form provided by Courtdale Borough. (or use following web address)  
(<https://www.openrecords.pa.gov/Documents/RTKL/RTKRequestForm.pdf>).

Any request not submitted using the standard statewide form will be considered an informal request and not subject to the RTKL.

**Verbal or anonymous requests will not be accepted.** Each request must include (1) the name and address of the person making the request and (2) identify or describe the records sought with sufficient specificity to ascertain which records are being requested.

## **Fees for RTK Requests**

Please note that there may be fees associated with providing requested records. Records will not be provided until applicable fees have been paid. Fee amounts are set in accordance with the standard fee schedule established by the Office of Open Records (<https://www.openrecords.pa.gov/RTKL/FeeStructure.cfm>).