



# **Township of Falls BUCKS COUNTY, PA**

## **Board of Supervisors**

**Jeffry E. Dence • Brian M. Galloway • John W. Palmer • Erin M. Mullen • Timothy M. Loteckie**

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### **STANDARD RIGHT-TO- KNOW REQUEST RESPONSE TIMEFRAME**

The Township has five business days to respond to your request. The clock starts the day after the request was received by the Open Records Officer. If received after regular business hours, the request shall be deemed received on the next business day.

**The Township will respond in writing to:**

- 1) grant the request,
- 2) deny the request (citing the legal basis for denial/partial denial) or
- 3) invoke a 30-day extension for certain reasons.

**(Please refer to Section 902 – Extension of Time.)**

If the Township does not respond to your request in the allotted time, the request is deemed denied, and you have the right to file an appeal with the Office of Open Records.

The Township upon receipt of a request shall make a good faith effort to determine if the record requested is a public record and whether the Township has possession, custody or control of the identified record and to respond as promptly as possible under the circumstances existing at the time of the request.

**(Please refer to Section 901 – General Rule.)**



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## STANDARD RIGHT-TO- KNOW REQUEST FORM

Date: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_ Company (if applicable) \_\_\_\_\_

Signature: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Number: \_\_\_\_\_ E-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.

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DO YOU WANT COPIES?  Yes, printed copies

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 [Official RTKL Fee Schedule](#) for more details.

Please notify me if fees associated with this request will be more than  \$100 (or)  \$ \_\_\_\_\_.