# The Borough of Kutztown

45 Railroad Street
Kutztown, PA 19530
Phone No. 610 683-6131 • Fax No. 610 683-6729

## Request to Review or Duplicate Public Records

| | |
|---|---|
| Requestor Name | Contact Phone |
| Address | Address |
| City | State Zip Code |
| Request Date | Date Information Needed |

Describe the requested information. Important: You must identify or describe the records with sufficient specificity to enable the Right-To-Know Officer to determine which records are being requested. Use additional sheets if necessary.

Charges apply: Video $25 ea _____ Copies .25 ea _____
Audio $25 ea _____ Misc. Charge _____ Total $_____

| Action Taken | Date Complete | Authorized By | Received Date |
|---|---|---|---|
| ☐ Approved | | | |
| ☐ Denied | | | |
| ☐ Additional Review | | | |

Signature and payment is required before any material is released.

_____ _____
Signature of Requestor Date Information Received