

# West Wyoming Borough

## STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: \_\_\_\_\_

REQUEST SUBMITTED BY: E-MAIL \_\_\_ U.S. MAIL \_\_\_ FAX \_\_\_ IN-PERSON \_\_\_

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

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

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

TELEPHONE (Optional): \_\_\_\_\_

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

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All West Wyoming Borough records are available for public view unless one of the exceptions to disclosure listed in the Public Information Act applies. Public Information, lists the exceptions. Some types of information that may be kept confidential include:

- Private, personal information such as certain financial or medical information;
- Certain law enforcement information, which may include the identity of informers;
- Complainant's identity;
- Some information related to ongoing litigation;
- Proprietary information submitted by regulated entities;
- Attorney-client (privileged).

**DO YOU WANT COPIES?** YES or NO

I understand that there is a charge of twenty five cents (\$.25) per page for standard sized photocopies (up to 8.5" x 14"),

**DO YOU WANT TO INSPECT THE RECORDS?** YES or NO

**\*\* PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES \*\***